

# Job Description: Financial Administrator Coventry University



Function:	Finance
Job:	J2
Position:	Financial Administrator
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Partnership Director
Additional reporting line to:	
Position location:	Coventry University – Unit Based

## 1. Purpose of the Job – State concisely the aim of the job.

Act as the main day to day financial support for the Partnership Director (PD) to assist in maximising the profitability of the contract. Overall responsibility for the timely and accurate processing of all financial information required to accurately produce the Client Invoice. Other duties include providing reports for monthly and quarterly reviews with key stake holders, monthly forecasting and preparing annual budgets. To include managing debt to ensure payments are received on time.

## 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue	Cash and Meal Plan	Gross Margin – 58%		
	£3,000,000			
	Hospitality			
	£100,000			

## 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.

Partnership Director

Financial Administrator

Operations Team

**4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Ensure completion of Weekly Trading, Stocktaking and Transfers is carried out in conjunction with the Operational Team
- Complete the annual budgeting and quarterly forecast process with the Partnership Director and site managers. Challenge and support this process as appropriate.
- Produce management information for the operational team on a timely and effective basis
- Manage profit & loss accounting activities, ensuring timely and accurate results including the preparation client invoices.
- Review and analyse site performance and provide commentary prior to declaration of results.
- Maintaining a robust forecasting process across the area, identifying issues and opportunities and ensuring that the PD and senior site managers have plans in place to address them.
- Uphold ethical standards in their area and ensure financial control environment is properly implemented in their division, especially around cash, stock and cost control in their units.
- Analyse performance trends and opportunities and determine how best the insight from this work can be turned into real performance improvements in the business. Once agreed, support and drive the implementation of this into your business e.g. labour management.
- Support the Partnership Director / Managers in client meetings (e.g. quarterly reviews) and proposals for new and existing services.

**5. Main assignments** – Indicate the main activities / duties to be conducted in the job.

- Ensure trading of invoices, cash and payroll processing, are all completed to the Sodexo timelines.
- Populate weekly Trading Analysis and comments.
- Notifying and assisting in the management of any risks & opportunities
- Managing 3rd Party costs & invoicing.
- Managing & maintaining the account cost/contract structure.
- Financial reporting collation for all areas.
- Assist in managing the P&L and roadmap in line with the accounts expectations working with Central Finance Manager and Account Manager to deliver against budgets for client and company.
- Working within processes and working instructions in accordance with Business Controls and compliance procedures of Sodexo.
- Managing Payroll against the accounts to ensure costs are aligned to the correct budgets.
- Analysing cost, looking for trends and anomalies & challenging costs with owners.
- Assisting with analysing labour figures v/s bid/contract to maximise profits.
- Assist and ensure that the Company's accountancy documentation and administration procedures are carried out to the Sodexo Way Compliance Standards.
- Support the use of Sodexo nominated suppliers.
- Comply with the procedures as laid down within the Unit Personnel Manual or as advised by the Human Resource Manager.
- Carry out non administration duties on a daily basis e.g. undertake periodic audits, assist with any reasonable requests from functional and Operation managers.
- Pro-actively identifying and implementing better ways of working
- Knowledge sharing with managers and colleagues, assisting or advising with any issues they may encounter.
- Ensure that all equipment used, is in safe working order, checked regularly and serviced. Report any faults to management/client, ensure they are rectified and ensure equipment is not used until safe.
- Ensure site debt is managed in line with company expectations
- To attend an annual EPA with your Line Manager and to agree and take ownership of your EPA and your training and development needs.

### What it will look like when you are doing the job well

- Relationship Management: Is highly effective at building and maintaining win- win business partner relationships internally and with clients.
- Resilience: Sustains momentum when faced with challenges. Balances competing demands and responds well to changed priorities.
- Impact and Influence: Communicates effectively and inspires people at all levels. Gains the commitment of others to drive towards and achieve a high performance culture.
- Analysis and Decision Making: Incisive and strong willed in focusing on achieving business goals. Able to analyse the cause of a problem and identify solutions.
- Planning and Organisation: Consistently completes deliverables within deadline, within budget, and beyond expected quality, even under adverse conditions.
- Continuous Improvement: Seeks to continuously improve outputs for the benefit of the business. Constantly raises the standard and quality of work, benchmarking against best practice
- Month end delivery in line with agreed timelines

### 6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Deliver Financial Performance through accurate reporting
- Lead the Administrational Team to achieve company financial standard and appropriate for Financial Audit purposes
- Provide reporting for both internal Business Review and Client Meetings

### 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Professional accounting qualification (minimum AAT)
- Excellent Excel skills
- Experience of working with non-finance colleagues
- Strong inter-personal skills – ability to work with colleagues and clients of all levels
- SAP skills
- Experience of using unit reporting system and EPOS reporting

### 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

▪ Growth, Client & Customer Satisfaction / Quality of Services provided	▪ Leadership & People Management
▪ Rigorous management of results	▪ Innovation and Change
▪ Brand Notoriety	▪ Business Consulting
▪ Commercial Awareness	▪ HR Service Delivery
▪ Employee Engagement	
▪ Learning & Development	

**9. Management Approval** – To be completed by document owner

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Document Owner	Jonathan Keitch		