

Job Description:   
Finance Analyst

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| Function: | | Cost Audit | |
| Job: | | Financial Analysis | |
| Position: | | Finance Analyst | |
| Job holder: | | New position | |
| Date (in job since): | | N/A | |
| Immediate manager  (N+1 Job title and name): | | Finance Manager | |
| Additional reporting line to: | | Head of Cost Audit | |
| Position location: | | Leeds | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | | |
| As a Finance Analyst, reporting to the Finance Manager, you will be accountable for ensuring all reporting and forecasting is accurate and up to date. You will manipulate and analyse data before issuing to the client unit in the most appropriate format, providing added value by delivering relevant insight. This insight should drive efficiencies and improvements within the supply chain, and informing the client’s estate strategy.  The Finance Analyst will also work closely with others within the account team, to improve the reporting processes, looking for more efficient & effective ways of working, standardising reporting and implementing best practise. | | | |
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| 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. | | | |
| Characteristics | * Spend Under Management = Circa £TBCm/p.a. * Circa 250,000 transactional/electronic WO’s/invoices p.a. * Circa 20 Suppliers * Governance over the 3rd party suppliers commercial & finance process * Weekly/Monthly/Qtrly/Annual – finance reporting * Reactive/ad-hoc – finance reporting | | |

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| 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. |
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| **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. |
| * Relationships – establish and develop excellent working relationship with the Client unit, Account Team, Verisae, Suppliers and other relevant parties * Mobilisation – developing robust, informative and pro-active reporting drawing from past experience * Automated reporting – work with our 3rd party system provider to develop standardised/automated reporting |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Production of month end reporting including accruals and paid data * Production of supporting MI to supplement the month end reporting and to offer analysis & Insight into the drivers of the monthly performance * Develop new reports using Cognos to support the customer * Supporting the presentation of Monthly finance results to the Client * Apply technical knowledge in analysing data, reporting and creating solutions * Develop “insight & feedback” reports for cost audits, capture supplier behaviours, for inclusion in monthly reporting * Review and report on-going performance of the Supplier against contractual obligations * Build and maintain effective relationships with the client, suppliers and internal teams * Monitoring and reporting savings initiatives and tracking of cost saving opportunities against an agreed baseline |

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| 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. |
| * Develop/upkeep of robust reporting/forecasting models * Work closely with colleagues from other functions to support the account reporting & delivery of KPI’s * Challenge customers on their processes and cost control * Comprehensive, robust tracking of cost savings and benefits realisation |

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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| Essential   * Experience in delivery of management information to a business * Analytical with exceptional numerical skills and an eye for detail * Data analysis and trending skills * Highly organised, comfortable working in a fast paced, changing environment * Ability to communicate effectively with Internal & External customers at various levels * Strong Customer Focus * High degree of proficiency in Microsoft Office, particularly advanced Excel skills * Experience of using Cognos * Motivated to continuously deliver high quality output   Desirable   * Demonstrable knowledge of Building Services * Demonstrable knowledge of property, building fabric and M&E terminology * Customer/supplier relationship management experience * Previous experience at working within an FM delivery model/Building services * Experience in Systems development project - desirable |

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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| |  |  | | --- | --- | | **Competency** | **Key Areas** | | * Analysis and Decision Making | * Strategy and implementation | | * Planning and Organising | * Developing schedule of reporting * Delivering to that schedule | | * Financial and business aware-ness | * Business and financial acumen | | * Relationship management | * Intellectual agility and eagerness to learn * Personal and influencing skills * Driving for change | |

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