

Job Description:
Commercial Finance Analyst

|  |  |
| --- | --- |
| Function: | Finance (Energy & Resources) |
| Position:  | Commercial Finance Analyst (Maternity Cover) |
| Job holder: | tbc |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Finance Director |
| Additional reporting line to: | Account/Operations Manager |
| Position location: | Aberdeen  |
|  |
| 1. Purpose of the Job – State concisely the aim of the job.  |
| * As Commercial Finance Analyst, you'll provide direction, management and support in all commercial and financial areas including but not limited to: business analysis, reporting, accounting, planning, control, risk management and presenting directly to senior management on contract performance.
 |
|  |
| 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. |
|  | TBC | EBIT growth: | tbc | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | tbc |
| EBIT margin: | tbc |
| Net income growth: | tbc | Outsourcing growth rate: | n/a | HR in Region  | tbc |
| Cash conversion: | tbc |
| Characteristics  | * Develop strong relationships with key stakeholders
 |

Draft. Version: 27-03-2014

|  |
| --- |
| 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. |
| Finance DirectorAccount ManagerCommercial Finance ManagerVacant: Commercial Finance Analyst (Maternity Cover) |

|  |
| --- |
| **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. |
| * Commercial Leadership – providing commercial leadership across the business, assessing current contract performance, driving uniform best practice, challenging current processes, growth opportunities, and optimising profit whilst minimising risk
* To collate, produce and analyse data within the business to promote and support high quality decision making and profitability improvement.
* To be highly focused on the strategic and commercial analysis of new opportunities, leading the financial aspects of the tender process.
* Managing full month end process for your portfolio of clients, guiding shared services staff and operations to produce and understand monthly performance
* Engaging with other stakeholders in the business to ensure that contract performance is optimised, all processes are simplified, strategic opportunities are identified and acted upon, and risks and issues are escalated where required
 |

|  |
| --- |
| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Identifying the cause/s of poor or sub optimal performance, developing solutions to sustainably improve performance and where required provide support in the implementation of those solutions.
* Finance lead for tender pricing, including participation in decision making process compilation of cost models, analysis of proposed submissions and presentation of proposed pricing for approval.
* Develop and manage robust budgeting and forecasting processes across the business: identifying issues and opportunities and ensuring the Finance team and senior management teams have plans in place to address them
* Identify key performance drivers and work with site management to deliver ongoing efficiencies
* Work closely with Financial Controller to collate and interpret monthly unit performance for portfolio
* Support the Finance team and the Senior Leadership team in commercial decision making, mitigating risks, and maximising profitability and cash collection
* Actively support operations managers in client negotiations and proposals for new and existing contract amendments
* Deliver support to operational team members for client finances
* Support & attend ad hoc “in-segment” performance reviews
* Improve current processes in segment or between segments & shared services
* Support structural reporting changes as appropriate
 |

|  |
| --- |
| 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. |
| * Take an active role in supporting Operations Managers, Business Development and Finance in client negotiations and proposals for new clients, escalations and other pricing adjustments to existing contracts.
* Focus on development of strong internal and external relationships. Operations, Financial Controller, BDMs are the main internal interfaces. Externally the focus is on building appropriate relationships with client / supplier commercial staff as well as professional associations where appropriate.
* Financial support for central projects and initiatives, including the production and circulation of accurate management information
* Overall control and responsibility of all contracts within remit
* Maintain a robust forecasting process across the remit
* Work under the lead of the Finance Director in analysing performance against budget/previous months/previous year and understanding how the results are achieved.
* Complete post mobilisation reviews for new contracts and significant investments, results tracking to bid model and highlighting issues and ensure we learn the lessons from them
* Manage client and operational queries and audits including meeting with clients face to face to support operations managers
* Perform analysis on key business/ profitability levers on such items as labour costs, sickness, food and cleaning, bond profitability etc.
* Ad hoc post-mortem analysis of unsuccessful bids and contract terminations
 |

|  |
| --- |
| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Part to Fully Qualified Accountant (ACA, ACCA, CIMA) with relevant experience
* Systems experience (SAP, Excel, Word)
* Advanced Microsoft excel skills
* Ability to work to tight deadlines
* Able to work flexibly to accommodate changing work priorities
* Strong commercial acumen, willing and able to challenge accepted practices and processes
* Substantial analytical skills able to understand complex performance issues and advise and able to prioritise action plans to resolve
* Exposure to range of modelling techniques and sensitivity analysis
* Strong interpersonal and influencing skills for managing senior level relationships and difficult performance management conversations
* The ability to combine strategic and analytical perspectives with a pragmatic approach. Also the ability to keep focus on day-to-day performance whilst simultaneously pursuing longer-term opportunities
* Some potential travel to offshore / onshore sites,
* Some potential unsocial hours to meet deadlines
 |

|  |
| --- |
| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| * Focusing on client and customer Building people competitiveness
* Strategy and implementation Leading for excellence
* Business partner and trusted advisor Intellectual agility and eagerness to learn
* Delivering stretch results Personal and influencing skills
* Business and financial acumen Driving for change
* Promoting the Brand Analysis and decision making
* Technical and professional proficiency Financial Governance risk & control
* Financial Planning and forecasting Finance Operations and reporting
 |