

Job Description:   
Finance Manager, Integrator

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| Function: | | | | Defence and Government Services (DWP Integrator) | | | | | | | | |
| Job: | | | | Finance Manager, Integrator | | | | | | | | |
| Position: | | | |  | | | | | | | | |
| Job holder: | | | |  | | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | | Andy Parbery, Finance Manager - Integrator | | | | | | | | |
| Additional reporting line to: | | | |  | | | | | | | | |
| Position location: | | | | Caxton House, London | | | | | | | | |
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| 1. Purpose of the Job | | | | | | | | | | | | |
| * The aim of this role is to provide financial and business support in delivering objectives as defined by the relevant teams across DWP. * This role will own objectives as agreed in regular planning sessions – ownership defined as being responsible for the delivery of an objective, using the expertise of the wider team to provide content. * Manage projects and initiatives providing operational services to customers and clients across all aspects of the facilities management * Exposure to and delivery of operational services in diverse customer facing environments. | | | | | | | | | | | | |
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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. | | | | | | | | | | | | |
| Revenue FY19: | €tbc | | EBIT growth: | | tbc | Growth type: | n/a | Outsourcing rate: | n/a |  |  | |
| EBIT margin: | | tbc |
| Net income growth: | | tbc | Outsourcing growth rate: | n/a |  |  | |
| Cash conversion: | | tbc |
| Characteristics | | * Supporting delivery of business objectives, owning elements as agreed in objective setting. | | | | | | | | | | |

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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. |
| * Finance lead across specific supply chain – facilities management c.£80m p.a. * Manage key client stakeholders * Proactive, accurate and timely delivery of tasks and projects * Positive feedback from team and other key stakeholders * Build positive, constructive and appropriate relationships * Demonstrate ability to effectively manage queries * Compliance with company policy and procedures * Organised approach to own work load * Manages ad hoc items and projects well * A proactive can-do attitude and resilience and motivation to succeed |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Work with business and client stakeholders to ensure timely and detailed updates to actions, plans and objectives * Produce management information relating to the progress of business objectives and business plans * Maintain strict confidentiality on work undertaken * Lead on specific projects as and when required. * Communicate with all clients, visitors, and company personnel in a professional and polite manner * Lead third party relationships as required. * Undertake other tasks as requested |

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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. |
| * Accessing specific risks across business area – Mitigating where possible * Maintaining and optimising business opportunities working alongside stakeholders * Monthly Forecasting to high standard – within 1% of budget * Chair Client and internal Sodexo meetings * Month end management commentary |

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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Qualified Accountant * Competent with Microsoft Office tools (Outlook, Word, Excel, PowerPoint etc.) * Understanding of operational facilities management * Ability to manage own time, and deliver objectives under direction * Flexible approach * Relationship building * Looking to begin or have started a finance qualification * Excellent communication skills and proven ability to articulate self verbally and in writing, including taking and compilation of meeting minutes and actions. * Demonstrates initiative and anticipates needs * Self-starter and self-motivated with ability to prioritise and schedule work under conflicting pressures * Able to demonstrate a high degree of discretion, tact and confidentiality * Ability to work under pressure * Ability to work unsupervised * Ability to multi-task |

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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| * Employee Engagement * Brand Notoriety * Rigorous management of results * Growth, Client & Customer Satisfaction / Quality of Services provided * Change and Innovation * Learning and Development |

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