

Job Description: Business Manager



Function:	Finance
Position:	Business Manager
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	
Additional reporting line to:	
Position location:	HMP Peterborough

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

This is a key role within the Senior Management Team at the establishment, and you will provide strong financial advice and support to the Director and wider management group. You will oversee the workload within the Finance department to ensure everything runs smoothly, provide meaningful analysis for the month end results

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 FY16:	Revenue - £33m	Growth type: n/a	Outsourcing rate:	n/a	Region Workforce	tbc
	EBIT - £8m					
			Outsourcing growth rate:	n/a	HR in Region	tbc
Characteristics	<ul style="list-style-type: none">▪ Prepares, develops and analyses key financial information in preparing budgets and forecasts to ensure future stability, growth and profitability.▪ Maintain the key company policies including the financial, procurement, travel policies and procedures and the management information systems.▪ Provide a high quality support service liaising with all the management colleagues on all aspects of finance.▪ Ensure effective management of the finance department with two direct reports.					

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.



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.

- Review and Analyse historical financial information in preparing budgets and forecast.
- Internal review of contracts and performance against KPI's.
- Cost bench marking against other SJS prisons and reporting to Management.
- Working to strict deadlines and deliver to the required standard.
- Promote financial awareness in the wider prison across all departments.
- Ensure finance department runs smoothly and provide effective services to the internal and external stakeholders.

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

- Contribute to SJS and Sodexo policy and business development by leading and participating in projects, groups and meetings as appropriate.
- Oversight of core, periodic reporting and analysis – ranging from management accounts to trend analysis, from compliance to statutory reporting.
- Challenge and support the development of efficient and cost effective labour structures and operational reporting within the prison.
- Work closely with Procurement to maximise input pricing efficiencies without compromising operational service delivery.
- Promote the prison as a Quality of Life Services provider for the client.
- Operate as a positive Ambassador for Sodexo and Sodexo Justice Services.
- Set and maintain the strategic business direction of the prison in the context of the wider organisation whilst accounting for SJS and wider Sodexo variances and priorities.
- Contribute effectively to the Operational and Finance SMT's agenda for business improvement.
- Action the agreed Business Plans on time and within budget to meet the needs of the business
- Identify, manage, control and review prison financial and contractual risks to, support and develop the management of Sodexo's risk management framework and process.
- Develop your team to provide effective cover and create career development opportunities that would benefit individuals and Sodexo (succession planning etc).
- Use the contract change process to identify and resource new work.
- Engage effective communication, internally and externally to deliver your accountabilities and to promote SJS as provider of choice.
- Support and oversight of proactive management of health & safety at the prisons

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.

- Achieve budget and forecast targets as set.
- Review of cost centre reports with Senior Management Team monthly and take proactive approach to manage risks & opportunities.
- Ensure accounting controls, policies, procedures and compliance are maintained according to company policies.
- Carry out continuous regular reviews of working practices and processes to ensure efficient and cost effective operations and suggest improvements.

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

- Qualified Accountant with minimum 5 years PQE.
- Strong reporting and organisation skills.
- Experience of multi-contract management
- Outstanding track record in influencing decision making within a Business and improving performance with substantial positive profit impact.
- Substantial analytical skills able to understand complex issues and advise and able to prioritise action plans to resolve
- Client (Customer) and / or Supplier contact evidenced by the ability to make and influence profitable decisions on behalf the business.
- Strong interpersonal and influencing skills for managing senior level relationships and difficult performance management conversations.
- Strong commercial acumen, willing and able to challenge accepted practices and processes.
- Able to demonstrate tangible delivered improvements in business performance.
- 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 working towards longer term goals.
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8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

<ul style="list-style-type: none"> ▪ Growth, Client & Customer Satisfaction / Quality of Services provided 	<ul style="list-style-type: none"> ▪ Leadership & People Management
<ul style="list-style-type: none"> ▪ Rigorous management of results 	<ul style="list-style-type: none"> ▪ Innovation and Change
<ul style="list-style-type: none"> ▪ Brand Notoriety 	
<ul style="list-style-type: none"> ▪ Commercial Awareness 	
<ul style="list-style-type: none"> ▪ Employee Engagement 	
<ul style="list-style-type: none"> ▪ Learning & Development 	

9. Management Approval – To be completed by document owner

Version		Date	
Document Owner			

10. Employee Approval – To be completed by employee

Employee Name		Date	
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