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| **JOB DETAILS** | |
| **Job Title:** | **Finance Manager – SCC Sales & Gross Margin** |
| **Function: Department** | **Finance** |
| **Location:** | **Head Office, West Ashland, Milton Keynes** |
| **Reporting to: Reporting To** | **Senior Finance Manager – SCC Margin** |
| **Effective Date: irectReports** |  |
| **Financial Scope/Operating Budget/Revenue (P&L) (If Applicable)** | **The team is responsible for c £450m of Income and c £5-£10m of Inventory** |
| **Old DPG Grade/New DPG Band:** |  |

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| JOB PURPOSE & RESPONSIBILITIES |
| **Job Purpose:**  The Finance Manager – SCC Sales & Gross Margin role provides financial insight and analytical support across SCC sales and margin performance. This role is responsible for delivering accurate variance analysis, maintaining robust financial models, and preparing high-quality reports for senior management. Through detailed commercial analysis and proactive stakeholder engagement, the role contributes to informed decision-making and the achievement of long-term business objectives. |
| **Key Responsibilities/Job Tasks:**  Please list the most important responsibilities (with a breakdown of Frequency against each e.g, sometimes, often, considerable etc).  Budget, Forecast and Period End   * Variance analysis at period end of SCC sales and margin P&L lines, including food and non-food margin, supplier rebates and franchisee rebates. * Preparation/posting of Rebate journals * Preparation of periodic reporting pack for Senior Management. * Maintain high level Store Stockholding and Product Mix models * Develop detailed product mix analysis using Store Sales and product recipe data. * Creation and update of Budget/Forecast models for E&S Sales and COGS. * Analyse and understand movements in SCC Margin P&L lines for Budget vs Prior Year and Forecasts vs Budget, which will feed into presentations for Senior Management * Inventory. Work with SCC Finance Analyst to develop reconciliation, reporting and forecasting of Inventory accounts. * Other ad hoc reporting.   Order Count Rebate Scheme   * Analysing performance of rebate scheme versus Budget/Forecast on a periodic basis. * Forecasting expected spend using updated assumptions. * Detailed check of periodic payment files to ensure accuracy prior to stores being credited. * Answering queries from Franchisees.   Commercial Analysis and support for Procurement Department   * Support the Senior Finance Manager SCC in working with the Procurement team looking at preparing for campaign(s) Pricing Forums and delivering key initiatives within the 5-year plan. * Calculation, monitoring and collection of Supplier Rebates negotiated by the Procurement team.   Food Cost Calculators   * Creation and checking of campaign Food Cost Calculators for distribution to Franchisees and DPG stakeholders. * Input and check SCC Sales Price loads into ERP system to ensure accurate billing to Stores   New Product Development:   * Support NPD team in providing up to date prices through the Product Development process |

The following sections consist mainly of a series of questions related to specific skills/job requirements. You should focus on the role rather than the individual when considering the most appropriate answer and should base the response on what you consider to be the normal features of the job which are typical of the job and its usual working conditions over the year.

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| **SKILLS & JOB REQUIREMENTS (Please complete where applicable)** |
| **Strategic Responsibility**  Please provide details of the level of responsibility the role has for setting strategy: (Please indicate if a role has accountability for setting or inputting into a specific strategy e.g., a Functional Strategy, please confirm if it is Significant)  While the role does not own or set functional strategy, it plays a significant supporting role by providing the financial analysis, modelling, and insights that underpin strategic decisions across the business. |
| **Business Knowledge**  Please provide details of how much business knowledge the role requires as a minimum requirement i.e. how much internal knowledge of the business is required, and how much if any external commercial awareness is required? Which teams does the role work closely with?  There is no minimum requirement for existing business knowledge. Exposure/understanding of a Franchise business would be useful |
| **Problem solving**  Please provide details of how the role resolves problems/issues on a daily basis: e.g. Does the role use straightforward common sense? Does the role make straight forward judgements and is guided by precedents? Does the role evaluate multiple sources of information in complex or novel situations? Does the role use other skills for problem solving? Does the role require advanced analytical thinking to develop innovative solutions to problems?  This role requires strong analytical and problem-solving skills, with a focus on evaluating financial data from a number of sources, supporting decisions, and developing tools and models to improve understanding of business performance. |
| **Decision making**  What level of **decision making** is required of the role and on what decisions does it impact? E.g., there is little requirement for decision making in the role, or role makes decisions within defined procedures, or role makes decisions within broad business guidelines where there are few or no policies available.  The role requires independent decision-making within defined business guidelines, with a strong emphasis on analytical judgment, data interpretation, and operational accuracy. While it does not set policy, it significantly influences decisions through the quality and clarity of financial insights provided. |
| **Communication**  Please outline the type of communication skills required: e.g., is basic common courtesy required, or regular exchange of factual information, or are influencing or negotiation skills required as an essential requirement of the role?  With the need to interact with both internal and external stakeholders there is a need for professional and courteous communication when dealing with analysis/queries. Accurate and concise communication will help to build trust and credibility. |
| **Innovation**  To what extent does the role contribute to and manage change, e.g., suggest improvements to products/processes or contributes useful ideas or regularly recommends improvements on existing procedures and quality within own area, or develops/adapts new existing processes for increased quality/efficiency or continuously searches for improvements in techniques which add value to the business and has full responsibility and accountability for implementing these.  The role requires a proactive and improvement-oriented mindset, with a strong emphasis on enhancing financial tools, processes, and reporting accuracy. While it does not have full accountability for implementing innovation, it plays a key role in identifying, developing, and supporting improvements that add value to the business |

Please summarise the levels of minimum education, knowledge, skills and experience this position requires (e.g., if you would be recruiting to fill this position, what aspects of background or knowledge would you expect a successful job applicant to have?)

Note: This may differ from the current job holder’s own skills and experience

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| PERSON SPECIFICATION | |
| 1. Professional Qualification(s) | Qualified accountant with relevant post qualified experience. |
| 1. Knowledge | Some exposure to Product Margins and working with Procurement would be beneficial  Exposure/understanding of a Franchise business would be useful |
| 1. Skills/Ability | Strong technical, analytical and modelling skills  High level of attention to detail and accuracy working with large data sets  Experience of working with an ERP system, ideally Microsoft Dynamics 365  Able to navigate through complex issues and manage uncertainty.  Comfortable working across multiple levels of an organisation.  Enjoys working in high pace and challenging environments.  Proactive approach to working |