



**Finance for  
Operational Managers in  
Catering & Cleaning**



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**Areas of Focus**

- Background
- Removing some of the mysteries of accounting
- Developing a clear understanding of operating management accounts
- Controlling expenditure and managing your income
- Questions



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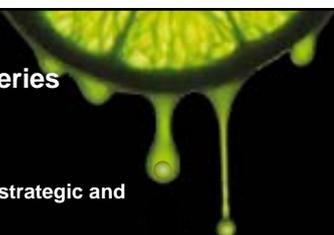
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**Removing the mysteries  
of accounting**

- Understanding corporate, strategic and departmental objectives
- Ensuring that performance plans are underpinned by robust financial strategies and deliverable operational budgets
- Unpicking and understanding your cost base



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### Removing the mysteries of accounting

- Understanding commercial jargon – what contract type will you operate to achieve your departmental financial objectives?
- Profit & Loss accounts
- Fixed Cost accounts
- Cost plus accounts
- Cost plus accounts with fixed guarantees
- Variable cost accounts



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### Developing a clear understanding of operating management accounts

- Budgets and trading accounts developed and shared at all levels of the organisation
- Developing meaningful trading account information for different levels of the organisation
- Ensuring there are robust administrative systems that enable accurate trading information to be compiled



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### Developing a clear understanding of operating management accounts

- Timely completion of trading account information
- Budget versus actual position – cashable impact
- Remedial actions in place to mitigate against further loss or recoup losses already incurred



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### Controlling expenditure and managing your income

- Understanding the build up of costs
- Detailed income streams – understanding sales mix
- Comprehensive details of all expenditure
- Autonomy to front line teams to manage “their” business
- Ensuring that front line teams have the appropriate training and tools to manage their accounts



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### Controlling expenditure and managing your income

- Responsibility and accountability at all levels of the organisation
- Labour – productivity reviews and managing positive attendance
- Automate as many processes as possible to improve efficiency, accuracy and speed of information
- Focus on driving “penny” gross profit and flexible pricing strategies



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### Contact Details

Debbie Clarke  
Service Manager  
MetroFresh  
[d.clarke@wigan.gov.uk](mailto:d.clarke@wigan.gov.uk)  
T: 01942 705071  
M: 07711 229291  
F: 01942 705090



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