

FareShare

Job Description - Data Entry Assistant

Reporting to: Accounts and Payroll Manager
Location: London, Evelyn Court
Contract: 3 months with possible extension
Hours: 25 hours, flexible hours
Salary: £19,201 FTE

About FareShare

FareShare now operates 21 Regional Centres around the UK. The majority of these are run by local charitable organisations we call our Delivery Partners. This enables us to be a UK-wide organisation yet also think and behave with local concerns at the heart of our actions. We support 9,653 local charities and groups - our Community Food Members. Over the past year 16,992 tonnes of food were redistributed by FareShare Regional Centres nationwide, feeding 772,000 people every week. We operate across 1,500 towns, cities and villages and we save UK charities and community groups more than £28 million each year.

Hunger is a growing issue in the UK and while there is surplus food that is otherwise going to waste, we believe that this food should be used to feed people first. Demand far outstrips supply.

FareShare's Strategy & Vision

Vision: We have the vision of a UK where “No good food goes to waste”.

Mission: To use surplus, fit for consumption, food to feed those who are vulnerable in the UK by supporting front line charitable organisations that tackle the cause and not just the symptoms of food poverty.

Our Purpose: We are doers. We are a community. We change lives.

Our Values: **Passion** - for our cause and the challenge that lies ahead

Ambition - to go the extra mile and drive the change that must happen

Respect - for ourselves, each other, our volunteers, our partners and our beneficiaries

Collaboration - it's only by working with others that we can be stronger

FareShare aims to be an equal opportunity employer



Focus - on providing the best service possible so that we deliver and achieve the most for our clients/customers.

The role

This role will be for a minimum of 3 months. You will play an integral part in the transition to a new integrated finance system by assisting with the migration of data. Additionally, you will have excellent communication skills and will be able to work effectively as part of a team as well as off your own initiative.

Main areas of responsibility

You will be responsible for the following:

- High volume data administration entry.
- Providing administration support to the finance team.
- Extracting and recording information in databases/an accounting system and spreadsheets.
- Expenditure evidence gathering, photocopying and filing.

Person Specification

Essential:

- Strong data entry skills.
- Understanding of data confidentiality principles.
- Good Microsoft Skills -Outlook, Excel and Word.
- Organised, reliable and high attention to detail.
- Ability to work to tight deadlines and work under pressure.
- Ability to prioritise and multi-task as required.
- Must be a strong team player and have a good work ethic.
- Excellent written and verbal communication skills.

Preferable:

- QuickBooks accounting system.
- Worked in a charitable organisation.
- 1 year experience of working in a finance department

Experience

Preferred

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- Worked in a charitable organisation.
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