



FareShare

Job Description - Finance Officer

Reporting to: Accounts and Payroll Manager

Location: Deptford, London

Hours: 35 Hours per week ideally evenly spread over Monday to Friday but flexibility is available

Salary: £23,000

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

FareShare is an equal opportunities employer

About this role

The Finance team offers services to the wider FareShare group; by placing outstanding customer service at the heart of everything it does. Our team vision is to seek out the most effective ways to meet our customers' needs.

In this role you act as part of a team to provide financial administration support across the FareShare group with a specific emphasis on processing invoices and issuing payments to suppliers.

Responsibilities

Invoice processing

- Setting up and maintaining supplier files
- Ensure invoices and expenses are authorised and coded correctly
- Initiate supplier and staff expenses payments in line with payment policies, including ad hoc payments
- Monitor and deal with the Finance inbox in a timely manner
- Assist with month end and year end close processes
- Conduct regular supplier reconciliations to ensure that invoicing and payments are up to date

Account management/administration

- Process all payments and donations on PayPal account
- Payment processing and account monitoring for various accounts including, but not limited to, Dart Charge, Merseyside tunnel, Merseyside bridge, milk, Amazon, Mail Chimp, Oyster and EE
- Travel arrangements - booking hotels and flights and maintaining the Trainline Account.
- Process all Petty Cash Transactions including petty cash for East Anglia, FS UK, London, Merseyside, Southern Central and West Midlands.
- Process all the payments to suppliers to make them ready for authorisation.
- Provide assistance when FareShare needs to call QuickBooks support.
- To provide support with FareShare's new accounting system.

Van Insurance

- Conduct fortnightly audits of van insurance details making amendments to our policy where necessary.
- Maintain a register that holds all insurance documents across the network.
- Work with the colleagues to develop new processes and ways to ensure compliance with van insurance.

General Duties

FareShare is an equal opportunities employer

- Demonstrate a professional service approach to internal customers by responding to requests timely and accurately
- Build and maintain positive relationships with internal and external customers
- Perform any other ad hoc administrative duties that will improve the performance of Business Support

All team members are expected to maintain a flexible approach to their roles and respond to the FareShare's changing needs. The length and responsibilities of this post may be changed subject to review, over a period of time and in consultation with the post holder.

PERSON SPECIFICATION

Experience and Skills - Essential

1. Good general all round education (generally a minimum of 5 GCSE passes including English and Maths, or equivalent) and able to demonstrate excellent verbal and written communication skills, including the ability to tailor communications to suit different audiences.
2. Previous experience of working in financial role is essential.
3. The ability to manage potentially difficult conversations.
4. Very organised with an ability to work systematically and to fixed deadlines.
5. Ability to use own initiative and work independently, whilst taking responsibility as an individual.
6. Proven track record of working accurately and demonstrating attention to detail.
7. An enthusiastic approach to work; with a 'can do' attitude.

Experience and Skills - Desirable

1. Experience working as part of a small team.
2. Competence in IT and general office skills, including the ability to manage a database, excel spreadsheets and outlook.
3. A proven track record of maintaining databases and processing transactions accurately.
4. Experience of dealing with sensitive information securely and in line with Data Protection legislation.



Application process

If you would like to apply for this role please send a copy of your CV and a supporting statement showing how you meet the essential experience outlined in the person specification to recruitment@fareshare.org.uk

Closing date for receipt of applications is Sunday 19th May 2019.