

FareShare

Job Description:	Head of Finance
Reporting to:	Director of Finance, HR & Resources
Direct Reports:	Management Accountant & four Finance Assistants
Location:	London (Deptford) - occasional UK travel
Hours:	Full time (35 hours)
Salary:	

About FareShare

FareShare is the UK's largest food redistribution charity. We believe that no good food should go to waste. We take an environmental problem, good food that is surplus, and divert it to feed people in need. We operate 22 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 10,943 local charities and groups - our Community Food Members. Over the past year 20,838 tonnes of food were redistributed by FareShare Regional Centres nationwide, feeding 924,000 people every week. We operate across 1,960 towns, cities and villages and we save UK charities and community groups more than £33 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

The role

You will be responsible for the effective and efficient running of the finance department. This will include managing the team, planning and scheduling their work, monitoring organisation and individual cost centre performance, preparing monthly management accounts and building on the financial systems and controls already in place.

FareShare's finances have grown rapidly in line with our mission. We see this growth continuing and are seeking someone who has the capacity, experience and appetite to grow with us. This role is a direct replacement for the current post holder who is leaving for personal reasons.

There is scope to develop this role; the position is seen as key to ensuring FareShare's continuing success.

Key responsibilities

- Supervising staff in the finance team
- Planning and scheduling the work load of the finance team
- Maintaining a good relationship with other members of the Senior Management Team
- Ensuring that the support given by the finance team to the rest of FareShare is of an agreed quality
- Prepare monthly management accounts
 - for the organisation as a whole,

- for individual budget holders and depots and
- for particular projects.

Discuss the results with budget holders and project sponsors to encourage their interest in them and to understand variances.

- Preparing yearly budgets and cash flow forecasts
- Preparing draft year-end financial accounts prior to audit
- Prepare complex quarterly VAT returns (with non-business and partial-exemption issues)
- Deliver, or assist in delivering, the improvements described in the section below (“Areas that we want to develop”).
- Liaise with Fundraising Team and prepare reports as necessary
- Decide whether transactions need to go through the trading subsidiary
- Maintain and develop sound accounting controls and systems
- Ad hoc reporting and other exercises as required

Areas that we want to develop

- We expect to move to a new accounting system within the next 6 months.
- We currently provide budget holders with reports once a month using Excel. We intend that any new accounting system would enable budget holders to access their transactions at any time.
- We would like to integrate operational data and KPI more closely with our financial data.
- We would like to develop further the sense of ownership that budget holders feel for their budgets.
- We plan to introduce a rolling forecast (of at least 3 years) that would be updated regularly.

The Finance Team (the people managed by the Head of Finance)

This role has five direct reports, a management accountant and four finance assistants.

FareShare aims to be an equal opportunity employer



The Management Accountant position is a new role currently focusing on:

- Analysing the performance of the regional centres
- Accounting for and reporting on the major restricted grants
- The move to a new accounting system

The Management Accountant is a qualified accountant with a business partnering background. They have no direct reports.

The four Finance Assistants process all the invoices, payments, receipts and other transactions. The most experienced of them supervises the other three.

The monthly payroll is run by an external bureau. Changes to the payroll are supplied to the bureau by HR. The Finance team analyses the payroll by cost centre and project and posts it into the accounting system.

Person Specification

As an employer committed to Equal Opportunities, these are the criteria that we consider either as being essential or desirable in this role.

Skills, knowledge and experience - essential

1. A formal accountancy qualification (fully qualified) from a recognised accountancy body.
2. Ability to manage a team and schedule their workload
3. Excellent communication - both verbal and written
4. Excellent organisational skills with strong attention to detail
5. Excellent Excel and MS office skills.
6. Working with a structured and methodical approach to tasks and have the ability to identify risks and recommend actions to mitigate these
7. A proven track record of building and developing effective working relationships with employees and external contacts
8. Experience of delivering concise and accurate reports to outside stakeholders, such as funders, to strict deadlines
9. Experience of liaising with auditors
10. Ability to maintain confidentiality at all times
11. Ability to work in a fast-paced environment, remaining calm and with a sense of humour
12. Self-motivated and pro-active in seeking out answers

13. Logical approach to problem solving

Skills, knowledge and experience - desirable

1. Knowledge of Charity SORP and reporting
2. Knowledge of multi-site reporting and controls
3. Experience of working with volunteers

Values and behaviours

- Flexibility and ability to work well as part of a team and alone.
- A commitment to Equal Opportunities.
- An understanding of, and empathy with FareShare's mission and strategy.
- Versatile, adaptable and enthusiastic approach.
- Intellectual with a strong commercial acumen
- Evidence of understanding of modern management information systems through continuing professional development

Timetable

First interviews date 2019

Second interviews date 2019