



Job Description

Finance Manager

Job title:	Finance Manager
Reporting to:	Manager
Salary:	£25-£30k pro rata (£12,600k-£15,200)
Hours:	19 hours per week
Terms:	25 days holiday per annum pro rata plus bank holidays
Responsible for:	No direct reports currently/ potentially finance placement &/or volunteer

FareShare Cymru

FareShare Cymru is an independent charity and part of the national FareShare U.K. network of surplus food redistribution charities.

We fight food poverty by tackling food waste. We source quality surplus food - from food retailers, manufacturers, and suppliers - engaging volunteers to redistribute to local charities and community groups that provide meals to vulnerable people (individuals who are homeless, unemployed, socially isolated, recovering from addictions). Our food is a vital lifeline for children and families, people on low incomes, people who have lost their jobs, the homeless, refugees, domestic abuse survivors, the elderly and keyworkers.

This is an exciting opportunity to be instrumental in setting the next phase of our development. This post is a new role in response to this year's rapid growth of the charity's operations and we anticipate exciting new opportunities for further growth in the future.

Circumstances

Job based in Cardiff. It is likely that this post will start by working at home in the current circumstances.

Purpose of the post:

FareShare Cymru is seeking an experienced, creative and motivated Finance Manager to join our team and be responsible for all accounting and financial management activities.

Key duties & Responsibilities:

- Maintenance of accurate accounting records including accounts receivable, accounts payable, payroll, pensions and VAT returns using SAGE currently
- Manage payroll and pensions scheme (mainly NEST)
- Manage the Membership invoicing process including recovery of bad debts
- Evaluate and recommend a cost effective and efficient software package commensurate with the needs of the charity and the expected growth in volume and complexity.
- Produce regular reports with analysis and commentary for the management team and Board of Trustees
- Ensure compliance with applicable regulations including SORP, FRS 102, Data Protection and company law

- Ensure all reports are submitted to relevant authorities to agreed deadlines
- Production of annual accounts and liaison with the charity's external accountants / auditors as required
- Preparation and maintenance of annual budgets
- Maintain medium term forecast of the financial position
- Identify and mitigate risks associated with systems security, fraud and irregularities
- Support the development of Grant and funding proposals
- Manage the flow of restricted funding and provision of reporting required by third parties
- Focus on continuous improvement initiatives and maintenance of quality objectives
- Support and enhance financial acumen of the management team
- Liaise with FareShare UK Finance team when necessary
- Support the strategic planning process and provide financial perspectives on emerging plans
- Manage Utility, Insurance, Banking and IT suppliers including regular cost comparisons

Person Specification

Criteria	Essential	Desirable
Skills / Abilities	<ul style="list-style-type: none"> ▪ Able to use own initiative and work independently, as well as part of a team ▪ Communication and presentation skills ▪ Able to build and maintain good working relationships with people ▪ Able to prioritize, plan and organise own workload and work to deadlines ▪ Excellent IT skills including word processing, email 	<ul style="list-style-type: none"> ▪ Excellent communication, influencing and negotiation skills ▪ Sound information gathering and analytical skills. ▪ Prepared to travel as required
Knowledge	<ul style="list-style-type: none"> ▪ Use of SAGE/ Xero ▪ Current financial legislation ▪ Good practice for accounting in the charities sector including SORP, Gift Aid and VAT 	<ul style="list-style-type: none"> ▪ Understanding of strategic planning.
Qualifications training and education	<ul style="list-style-type: none"> ▪ ACCA, ACA, CIMA, AAT or equivalent 	<ul style="list-style-type: none"> ▪ Experience or knowledge of Xero ▪ Experience of managing transition of data and processes from one software package to another ▪ Member of a relevant professional body.

Experience	<ul style="list-style-type: none"> ▪ Has at least 3 years' experience in a similar role ▪ Experience of using SAGE/ Xero 	<ul style="list-style-type: none"> ▪ Has successfully managed budgets ▪ Experience of liaising with HMRC and VAT officials
Other requirements	<ul style="list-style-type: none"> • Committed to the values of Fareshare Cymru • Compliance with Health and Safety policies • Two work related references 	<ul style="list-style-type: none"> ▪ Car owner/driver ▪ Holds full UK License

