**FareShare - Head of Finance Job Description**

**Reporting to:**  Director of Finance & Resources

**Direct Reports:** 4

**Location:**  London, Deptford (may change in 2022) – occasional UK travel

**Contract:** Permanent

**Hours:**  Full-Time, 35 hours

**Salary:**  £60,000 per annum

**About FareShare**

FareShare is the UK’s national network of charitable food redistributors, made up of 18 independent organisations. Together, we take good quality surplus food from right across the food industry and get it to almost 11,000 frontline charities and community groups. In 2019/2020 24,074 tonnes of food were redistributed by FareShare Regional Centres and FareShare Go nationwide, our charity network serves 933,178 people every week.

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.

**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 finance 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. You will also be responsible for all financial planning and external reporting.

FareShare’s finances have grown rapidly in line with our mission and due directly due to the pandemic. We are seeking someone who has the capacity, experience and appetite to grow with us and ensure that we manage our finances to ensure a sustainable organisation.

The role is part of the organisation’s Leadership Team.

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
* Managing the department to agreed departmental Key Performance Indicators
* Maintaining a good relationship with other members of the Leadership Team
* Ensuring that the support given by the finance team to the rest of FareShare is of an agreed quality in line with agreed internal service levels
* Ensure that all departments have recognised business partnering support
* Ensure that monthly management accounts are prepared to an agreed timetable:
* for the organisation as a whole,
* for individual budget holders and depots and
* for specific projects and restricted funds.

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

* Ensure that yearly budgets, quarterly forecasts, medium term financial plans and monthly cash flow forecasts are prepared
* Preparing draft year-end financial accounts prior to audit
* Manage the external audit process
* Prepare quarterly VAT returns (with non-business and partial-exemption issues)
* Ensure that the Fundraising Team is adequately supported and any necessary financial reports
* Maintain and develop sound accounting controls and systems
* Ensure that there is a resourced development plan to fully use the potential of the organisation’s new accounting system
* Prepare and present regular reports for the Finance Committee and Directors team
* Ad hoc reporting and other exercises as required
* Oversee the finances’ of the organisation’s trading subsidiary

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

This role has four direct reports:

Finance Operations Manager – this role manages a team of four transactional staff

Business Partners/Management Accountants \* 3 – these roles provide the planning, management accounting, business partnering and systems development capability.

**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 skills – both verbal and written
4. Excellent organisational skills
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 team members, within an organisation and external contacts
8. Experience of delivering concise and accurate reports to outside stakeholders, such as funders, to deadlines
9. Experience of liaising with auditors
10. Self-motivated and pro-active in seeking out answers

**Skills, knowledge and experience – desirable**

1. Knowledge of Charity SORP and reporting
2. Experience 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

**Timetable**

Closing date 18/6/21

First interviews w/c 21/6/21

Second interviews w/c 28/6/21