**FareShare**

**Job Description – Admin/Finance Assistant**

**Reporting to:** Business Development Manager

**Location:** Totton, Southampton

**Contract:** Permanent

**Hours:** Part time 20 hours

**Salary:** £11,428 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**

FareShare Regional Central – Admin/Finance Assistant

**Main areas of responsibility**

To support the management team at FareShare Southern Central with Admin & Finance. This role will be responsible for the processing of the regions Members accounts & debt management of the accounts.

**Competencies and behaviours**

* Strong data entry skills.
* Organised, reliable with a high attention to detail.
* Understanding of GDPR principles.
* Experience with working with accounting systems.
* Strong IT and Microsoft Skills –Outlook, Excel and Word.
* 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.
* Ability to work to tight deadlines and in a pressured environment.
* Petty cash processes and reconciliations
* Customer Service
* Experience of Debt Management