

FareShare

Job Description - Administrative Assistant- Finance

Reporting to:	Business Development Manager
Location:	Southampton (Totton)
Contract:	Permanent
Hours:	Part-Time 20 hours
Salary:	£11,428

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. During 2020, we redistributed 113 million meals through our FareShare Regional Centres and our retail surplus model FareShare Go, reaching over 1 million people.

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.

The COVID19 pandemic has shone a spotlight on the issue of food insecurity in the UK and with it, FareShare's ability to get food to vulnerable communities nationwide. We are fortunate to benefit from the support of major retailers, the media, sports ambassadors and a groundswell of public engagement. As a result, there has never been a more exciting time to join an organisation at the heart of public consciousness.

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

FareShare aims to be an equal opportunity employer



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

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. This role will also provide support to the Regional Centre managers, dealing with our Community Food members.

Main areas of responsibility

- Support the regional centre with admin duties
- Provide an excellent service to our clients
- Organise own workload so deadlines can be met and completed in accordance with agreed measures
- Liaise with Managers to ensure compliance is achieved
- Welcome new starters
- Cash collection and debtor ageing targets
- Act as first point of contact for queries and escalate as appropriate

Person Specification

Experience

- You'll be pro-active, organised and able to work under pressure.
- Managing processes
- Analysing Information
- Problem solving

Competencies and behaviours

Essential

- Excellent attention to detail
- Understanding of GDPR principles.
- 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.
- Experience of petty cash processes and reconciliations

- Strong Customer Service

Desirable

- Experience with working with accounting systems.
- Experience of Credit Control.

This role is based within the Regional Centre. Days/times can be discussed. For any further questions on this please email recruitment@fareshare.org.uk

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 8th October 2021
Interview dates TBC