



Job Title:	Finance Manager
Reports to:	Chief Executive
Responsible for:	Finance Assistants (x 2)
Location:	Brighton or Guildford
Flexibility:	We welcome flexible working patterns
Hours:	Part time: 15 hours per week
Type of contract:	Permanent
Salary:	£35,000 FTE (pro rata at .4) Band 6

About FareShare Sussex & Surrey

We rescue surplus food from businesses, supermarkets and farms. This food is nutritious, in-date, and safe and includes a high proportion of fresh vegetables, fruit, meat and fish. If we did not rescue this food, it would be at risk of going to waste. Instead, we deliver it to charities, schools, food banks, community pantries and fridges and other organisations serving vulnerable people. 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 key workers.

We operate out of three sites; Guildford (Surrey); Woking (Surrey); and Brighton (Sussex) and are one of 32 Regional Centres, working as a network across the country with FareShareUK, a national charity. Our new Sheerwater Woking site is set to open in Spring 2023 and will house a commercial production kitchen to process surplus foods into meals (which will be delivered as part of our offer to our charity partners). We are also opening a warehouse located in Guildford to enable us to receive, store and deliver fresh, frozen, chilled and ambient food across the region.

Last year we delivered enough food for 2.4 million meals to help vulnerable people in our community. We receive and deliver around 100 tonnes of food every month, currently to over 160 organisations including homeless shelters, food banks & clubs, children's centres and lunch clubs across the 3 counties. FareShare Sussex & Surrey (FSSS) also works to improve the lives of vulnerable volunteers through our successful employability scheme.

City Gate Community Projects (registered charity 1093245) is the employer, delivery partner and franchise holder for FareShare Sussex & Surrey.

Main purpose of this role

The Finance Manager is a key role in our expansion into Surrey and is responsible for the day to day running of the Finance function. As we plan to expand our services into Surrey in 2023, this role is essential to the successful set up of the new sites, maintaining best practice financial controls and budgetary oversight, whilst meeting statutory obligations. The Finance Manager will also be accountable for helping to develop the Finance Administration team.

You will be part of an upbeat, skilled, supportive team within an ambitious, values-led organisation that has a fantastic leadership team and is focused on the wellbeing of its staff. You'll make a strong contribution to our culture of togetherness, inclusivity, respect, and passion in our mission to see no good food going to waste in Sussex and Surrey. The role will be part of the Senior Leadership Team of the charity.

Duties and responsibilities

Leadership

- Ensure the day-to-day smooth efficient running of the Finance function
- Contributing to strategy development and implementation as part of the Senior Leadership Team (SLT)
- Working closely with the CEO, Treasurer and Board of Trustees to facilitate good governance, as well as risk management and strategic planning with participation on the Finance SLT and Finance and Strategic Working Group meetings
- Leading, developing and management of the Finance administration staff
- Increasing the impact and quality of finance processes and internal controls
- Acting as a local ambassador for FSSS

Finance operations management

- Preparation of monthly management accounts, including Board reports
- Budget variance reporting, financial and tax planning
- Oversee payroll and HMRC reporting and payments
- Fixed Asset Management
- Accruals and prepayments management
- Preparation of year end accounts to trial balance and managing the audit process
- Maintaining best practice internal controls and leading the finance process improvement initiative
- Other finance administration activities as required.

Person Specification

As an employer committed to Equal Opportunities, we will assess applications in line with these criteria that we consider either as being essential or desirable for this post. Please explain in your Covering Letter why you meet the points in the Person Specification.

	Essential Criteria	Desirable Criteria
Qualifications and/or experience	<ul style="list-style-type: none"> • Full/part qualified accountant (ACA/ACCA/ CIMA or equivalent) • Familiarity with charity SORP • Successful track record in a management accountant role, with budget management and financial planning • Experience operating/ working with senior teams and boards • Managing a finance team • Experienced in preparation of year end accounts to trial balance and liaising with external independent examiners and auditors • Business partnering with the CEO, Trustees and other functional managers 	<ul style="list-style-type: none"> • Experience preferably gained in a charity, food systems or logistics and transport or FMCG environment • Budgetary management in excess of £1 million
Skills, Abilities and Knowledge	<ul style="list-style-type: none"> • IT literacy including Google products (Sheets), as well as cloud accounting (i.e. Xero) • Excellent people management experience and success in driving quality 	

	<ul style="list-style-type: none"> ● Proven track record in driving a culture of continuous improvement and best practice internal controls ● Strong verbal communication skills ● Excellent organisation skills to ensure daily operations are carried out safely and efficiently ● Ability to plan, multi-task and manage your time effectively ● Excellent attention to detail, comfortable using own initiative, managing priorities and workload. ● Excellent problem solving and decision making skills,with a solution focus. 	
Relationships (internal and external) values and behaviours	<ul style="list-style-type: none"> ● Able to foster a culture of fun, cooperation and togetherness ● Business partnering with CEO, Treasurer and Trustees and other functional managers ● Proactive, resilient, and able to work under pressure ● To subscribe to the ethos, vision and mission of the organisation ● Ability to work within a team of varied individuals with a positive attitude ● Able to demonstrate a commitment to equal opportunities, inclusivity and diversity 	<ul style="list-style-type: none"> ● Committed to reducing food waste and fighting food poverty
Circumstances	<ul style="list-style-type: none"> ● Willing and available to work outside normal working hours occasionally if required ● Willing to be based in Brighton or Guildford with some travel to other site. 	<ul style="list-style-type: none"> ● Full driving licence and access to own car

Safeguarding statement

FSSS is committed to safeguarding and protecting the adults that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks where appropriate. We ensure that we have policies and procedures in place which promote safeguarding and a safe working environment.

Inclusion and Diversity

FSSS strives to engage an ability-based workforce which reflects the diverse nature of our local communities. The Charity is committed to equality, diversity and inclusion and it's important to us that this is reflected in the diversity of the people who work for the Charity. We particularly welcome applications from black, Asian and minority ethnic candidates, LGBTQ+ candidates and candidates with disabilities because

we would like to increase the representation of these groups in the team. We want to do this because we know greater diversity will lead to greater results for us all. Please call or email if you'd like to chat about the FSSS community in more detail.

Application Process

Please submit a CV and Covering Letter (one side of A4) explaining how you meet the Person Specification. Please also submit the equal opportunities forms to: recruitment@faresharesussex.org.uk before **5pm Thursday 22nd June**. Interviews will be held on **Tuesday 27th June**. Successful candidates will be called to a second interview on the 30th June, however, we reserve the right to interview, and potentially appoint, suitable early applicants.

For an informal chat about the role, please contact our Chief Executive, Dan Slatter 01273 671111 or dan@faresharesussexandsurrey.org.uk. Further information about FSSS can be found online at faresharesussexandsurrey.org.uk. The application pack can be accessed via <https://faresharesussexandsurrey.org.uk/news/>