



Admin and Finance Assistant

Part-time, 23 hours per week
6 Month Contract, Temp to Perm
£20,000 pro rata

The Food Foundation is looking for somebody who will play a supporting role in the core functionalities of the organisation and the team. The post holder will provide finance and administrative support on both core and project activities.

The Food Foundation is an independent think tank that tackles the growing challenges facing the UK's food system through the interests of the UK public. We provide clear analysis of the problems caused by the food system and the role of policy and practice in addressing these. We develop and articulate food policies that support and guide the UK public to make choices that improve their health and well-being and we inform and generate demand for new and better public and private sector policy and practice. Specifically, we want to see four areas of policy and practice change:

1. Cross government leadership on accessible, healthy and sustainable diets
2. Policy and practice which re-balances the food environment and choice architecture so it supports healthy eating (covering e.g. marketing, planning and licensing and public food provision)
3. Policy and practice which incentivises and regulates the food supply chain so it supports healthy and sustainable diets (e.g. through impacts on price, quality, provenance, perishability, safety, availability etc)
4. Evidence gaps which are a barrier to decision making are addressed

We are independent of all political parties and business, and we are not limited by a single issue or special interest. We work with others who believe there is a problem with the system and want to change it. We receive core funding from two charitable foundations and follow a strict policy concerning funding from private sources (see here). About the role:

The Admin and Finance Assistant is part of a small and dynamic team which includes the Executive Director, Policy and Research Officer and Communications and Office Manager. S/he will play a key role in the every day running of the team and the organisation, by supporting research projects, events, stakeholder engagement and budget management of the Food Foundation.

Responsibilities

- Coordinate the Food Foundation's budget including forecast management and bank reconciliation
- Assist with the updating of content for the Food Foundation website
- Provide event administration including sending invitations, attendee tracking, material preparation and room and catering bookings.
- Monitor the general Food Foundation inbox and Chair's inbox, and respond or redistribute emails accordingly
- Provide administrative support for funding applications and ad hoc information requests
- Book and manage team travel and accommodation
- Organise internal and external meetings including room bookings, material preparations and refreshments
- Maintain the CRM database with maximum information and accuracy
- Update SharePoint to ensure accurate and up-to-date storage of documents and images
- Track and coordinate intern applications and relevant paperwork

Personal attributes, skills and experience

Essential

- Basic computer skills including Outlook, word and PowerPoint
- Intermediate to advanced Excel skills
- Highly organised
- Good attention to detail
- 3 years work experience in a similar role and environment
- Strong team player and good at using own initiative

Desirable

- Knowledge of Agile
- Knowledge of Wordpress
- Knowledge of Piktochart