

SENIOR FINANCE MANAGER

Closing Date: 9am, January 10th 2025



**The Food
Foundation**



ABOUT US

We believe everyone in the UK deserves access to an affordable healthy diet. We have various projects to reach different groups to improve children's diets, increase vegetable consumption, influence food policy and inspire change in food and retail businesses & how investment works. We are a small charity that has grown thanks to our success in responding to government announcements, quickly gathering interest and advocating in dynamic ways to create change in the food system.

- Our small enthusiastic and dedicated team makes us agile
- Our search for evidence-based solutions makes us impactful
- Our skill in shaping powerful coalitions and harnessing citizens' voices makes us collaborative.
- Our drive to identify new opportunities for action, and test new levers for change makes us innovative.

LOCATION

Most of our staff work hybrid and some work remotely, but some roles are full time office based. We have an office in the heart of vibrant Brixton. We share our office space with many other small charities, with communal lunches. There are resident dogs and social events for staff in London.





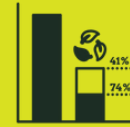
Improving children's diets



Increasing vegetable consumption



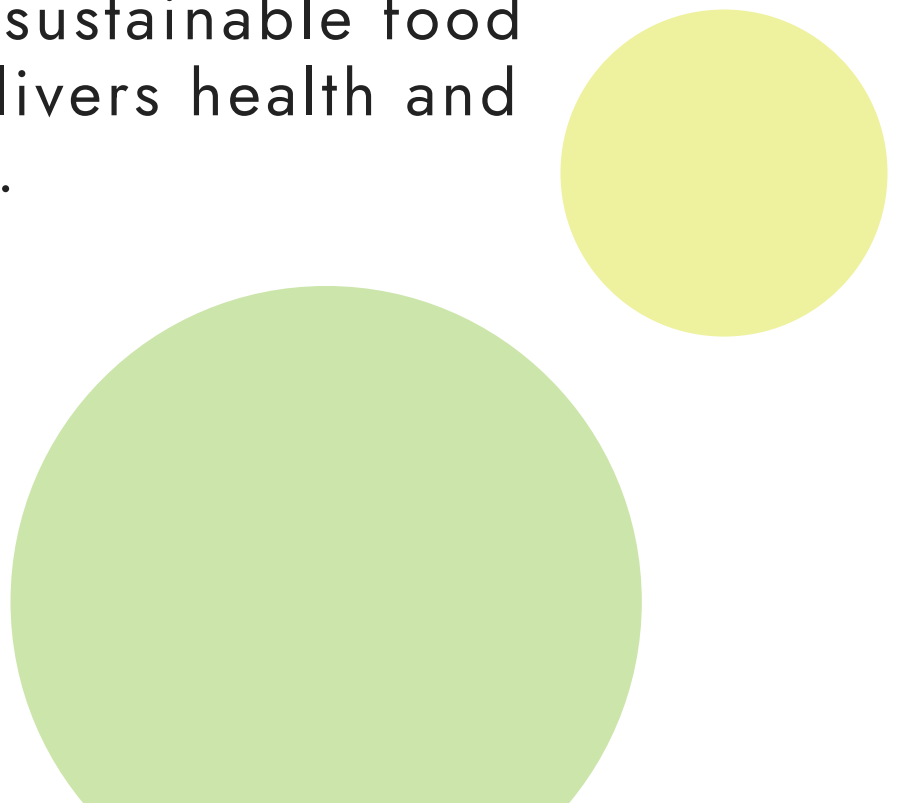
Influencing food policy



Inspiring change in food businesses and investment

OUR VISION

We believe in a sustainable food system which delivers health and wellbeing for all.



WELCOME

I really hope once you've taken a look inside this job pack you will decide you'd like to join us.

We are a talented team of 22 people with a mix of communications skills, deep policy knowledge, broad business networks, campaign experience, nutrition and environmental expertise and most importantly a passion to make it easier for everyone to eat well. We pride ourselves in being nimble and adaptable to the changing context in which we're operating. This year we have a new government which is creating new opportunities for us to get our evidence into the hands of policy makers to tackle some of the problems with the food system.

Back in 2015, The Food Foundation was born and I was the charity's first employee. From small beginnings, we've always had a big ambition: to make it easier for everyone in Britain to eat well, regardless of their circumstances. And we go about this by starting with evidence and then using it to convince policy makers, business leaders and investors to take action.

At the heart of what we do is changing the environments in which we are all making decisions about what to eat, so that those environments make healthy and sustainable choices more affordable, accessible and appealing. Rebalancing the food system so that it is not so dominated by junk food and meat and dairy is challenging because you're fighting against some big commercial incentives, but in our first nine years we've influenced some important commitments by both policy makers and businesses. Progress always feels too slow, but change is definitely happening.

We're also a collaborative bunch. I feel strongly that charities with aligned missions should not compete with one another, and so we try and reflect that approach in our extensive network of partnerships with civil society organisations and academics. If you join us you will quickly develop an extensive network.

If you want to be part of a team making change happen, here and now, then please consider applying. We would love to hear from you.

ANNA TAYLOR

Executive Director



The Food
Foundation



OUR STAKEHOLDERS



OUR BENEFITS

- 25 days holiday per year, plus bank holidays.
- Pension with 5% employer contribution.
- A flexible approach to working hours, patterns and location.
- Access to training and personal development opportunities.
- Cycle to work scheme.



OUR VALUES

- Collaborative
- Creative & innovative
- Trustworthy & credible
- Bold & impactful



SENIOR FINANCE MANAGER

Hours: Part-Time (20-25 hours per week)

Salary: £45,000 pro rata (dependent on experience)

Contract: Permanent (subject to a 3 month probation period)

Working pattern: This is a hybrid role requiring at least 2 days per week in our office in Brixton

How to Apply: On the last page of this job pack

Job Purpose

This crucial and hands on role will be responsible for the timely and accurate management and financial reporting across the organisation. Working closely with the whole team and its stakeholders, you will be exposed to all areas of our work, playing a critical role in our delivery of impact. As part of the Senior Management team, you will work towards the continued development of our organisation aligned to our strategy. You will report to the Executive Director and line manage the Operations Manager.

A week on the job

Liaising with payroll provider on monthly payroll; working with a team member to develop a budget for a new funder; holding a meeting with programme budget manager to discuss funding pipeline; preparing a financial report at the end of a project; contributing to SMT discussion on workload prioritisation.

Your experience

We are looking for an experienced financial leader who is a self-motivated, approachable, adaptable and resourceful team player for this hands-on role. You will be able to work under pressure and react quickly and calmly when needed, with excellent analytical and communications skills.

MAIN RESPONSIBILITIES

Finance

- Oversee all aspects of the charity's finances and ensure that our financial systems (operated through Xero) are managed efficiently and properly as per Charity SORP and in line with any funder obligations
- Produce monthly accounts for our Board of Trustees and budget holders within the team
- Maintain an overview of our funding pipeline and reserves
- Work closely with our chosen auditors and our Trustee responsible for finance to ensure the successful execution of our annual audit and production of our annual report
- Help to set the agenda for the Audit, Risk and Compliance Committee and participate in the meetings
- Lead the development of our annual budget, and any mid-year updates as new projects are embarked upon.
- Liaise as necessary with our funders to finalise administration around grant agreements.
- Assist our Project Managers to deliver any required funder reporting.
- Play an active part in the small senior management team and contribute to wider organisational strategy development on fundraising and workforce management.
- Supervise the Operations Manager who takes responsibility for work related to organisational governance, people strategy, staff wellbeing and smooth office running. The Operations Manager supervises the Office assistant.

This job description is intended as an outline indicator of general areas of activity only. The Food Foundation is a small charity, and as such, all staff are expected to vary their duties as necessary to meet the needs of the organisation.

PERSON PROFILE

Technical skills

- Significant experience in an operational Senior Finance role
- Experience of working effectively in a team, taking a positive approach to change and challenges, with the drive to ensure that high-quality service is provided and sharing knowledge appropriately
- Experience of running a finance system such as Xero
- Experience of working in a charity and ensuring compliance with The Charity Commission

Personal skills

- High levels of attention to detail while prioritising time on strategically important matters
- Experience of working effectively in a team, taking a positive approach to change and challenges, with the drive to ensure that high-quality service is provided and sharing knowledge appropriately
- Ability to problem-solve and manage risk.
- Ability to work independently and manage own time effectively
- Clear written communication skills
- Resilience and tenacity whilst recognising the need for self-awareness and the impact of actions on others and the organisation.

HOW TO APPLY

Deadline to apply: 9am, January 10th 2025

Please apply as soon as you can. We will interview candidates as appropriate applications are received.

Please apply to office@foodfoundation.org.uk (with 'Senior Finance Manager' as the subject) with a cover letter and up-to-date CV. Please use your cover letter to:

- Explain why you want the role.
- Briefly describe how you meet the skills section of the person's profile.
- Briefly describe your own lived experience, understanding and/or ally-ship on the issues surrounding equality, inclusion and diversity?

The Recruitment Process

Our recruitment process aims to see candidates at their best. That's why we set out the process from the beginning. There will be a small task to complete before the interview. The interviews will be held at the Brixton Office. We will aim to inform shortlisted candidate by end of day on January 10th and first round interviews will take place on January 17th.

The Food Foundation is committed to creating a diverse work environment, as we know a diverse workforce brings with it a diversity of ideas, thinking and different ways of working which enhance what we do. We recognise we have work to do to improve diversity and inclusion within our organisation. We welcome and encourage applicants from underrepresented backgrounds to apply.

The successful candidate will be subject to enhanced DBS check, will have the right to work in the UK and able to offer 2 satisfactory references. We may not be able to respond to all applicants due to the high volume of applications.

MEET OUR TEAM

