

Finance Manager

Job Description & Person Specification

Reports to: Executive Director

Salary: £46,000 - £50,000 per annum, pro rata (£27,600 - £30,000 per annum for 3 days per week or £36,800 - £40,000 per annum for 4 days per week)

Contract: 3 or 4 days per week (22.5 - 30 hours per week), with flexibility over working hours (core hours 10.00-16.00).

Start date: As soon as possible

Location: This role is based in London at our offices in Tottenham Hale, with possibility of hybrid working at home and in the office (minimum attendance in the office is 1 day per week on average.)

Duration: Permanent

Anti-oppressive statement: Feedback is actively seeking to move through an anti-racist and anti-oppressive journey in every aspect of its work. We acknowledge that the environmental sector is less open to people from under-represented backgrounds, and we are strongly committed to identifying and correcting where we may be perpetuating patriarchal, white supremacist values and other forms of oppression in our organisational culture, partnerships, and community work. We especially want to hear from you if you feel that you have lived experience of power structures preventing you from accessing opportunities like this.

ABOUT US

Feedback is a UK- and Netherlands-based campaign group working for food that is good for people and planet. We want a world where:

- All people have secure access to delicious, culturally appropriate food that is nutritious and does not cause environmental harm
- Global supply chains, farming and fishing contribute to food sovereignty, good livelihoods, mitigate climate change and enable nature to thrive
- Communities have agency to create food economies that are inclusive, equitable, resilient and celebratory

To meet these objectives, we carry out the following activities:

- We delegitimize corporations
- We ideate and advocate for policy change and regulation
- We nurture community agency
- We widen our circle of allies
- We change culture and public discourse

Our current strategy framework can be found here: <https://shorturl.at/19VLV>

ABOUT THE ROLE

Exciting opportunity reporting directly to the Executive Director, responsible for all financial management of the organisation. Accountable for quality and reliability of finance reporting, management and controls, and for their support of the other parts of the organisation.

Advising and support Feedback EU and our associated Community Interest Companies (Sussex Surplus CIC and Alchemic Kitchen CIC) and partners on financial activities.

RESPONSIBILITIES

Finance Strategy

- financial planning and direction
- protection of financial position
- reporting to SMT
- development and management of control procedures
- cash management

Finance Team

- to ensure team aligned to organisational goals
- to manage and develop Trainee accountant
- to create a safe, supportive, collaborative, strong team environment

Financial accounting

- to develop and maintain accurate, efficient financial accounting processes
- to ensure accounting transactions are suitably approved and are in line with contracts
- to ensure timely, quality, relevant management information and reporting
- to prepare project reports for funders
- to ensure all external reporting requirements and filings are satisfied
- to create and manage annual organisational budget
- to liaise with project managers to ensure project funding is managed appropriately
- to liaise with and maintain effective working relationships with external parties
- to manage Unrestricted reserves

Innovation

- to provide fresh eyes and innovation to our financial ways and methods
- to streamline our processes wherever possible

Contracting

- responsible for reviewing and agreeing Funder contracts

- responsible for managing and developing contracts to be used with sub-grantees and consultants
- making the funding process as easy and supportive as possible

Governance

- responsible for annual audit and funder audit requirements
- responsible for maintaining strong relationships with auditors and bank
- to ensure compliance with all statutory and legal reporting and management requirements
- responsible for convening quarterly Finance Committee meetings and required reporting
- to manage financial risks appropriately and with care

All other reasonable tasks requested by the leadership team

PERSON SPECIFICATION

Essential skills:

- Qualified/part qualified accountant with good financial systems knowledge and understanding
- Proven ability to maintain effective policies, procedures and controls across an organisation
- Experience of using Xero or other cloud-based accounting software
- Ability to view organisational finances as a whole and as an enabler of the organisation's goals
- Good communication skills and able to discuss financial matters with all team members
- Ability to prioritise under pressure, identify routes to maximum impact and work efficiently.
- A can-do attitude, flexibility and adaptability recognising that Feedback is a small, nimble organisation with fast-changing priorities.
- Senior level experience in previous finance roles.
- Shares Feedback's values: audacity, collaboration, impact, celebration, solidarity.
- Understanding of, or willingness to learn the principles of anti-oppressive practice and their application to financial processes.

HOW TO APPLY

Please apply via Charity Jobs with a CV and cover letter (no longer than 1 A4 page) explaining how you meet the person specification and why you would like to work at Feedback. Please view the full job description and person specification for more information.



Deadline to apply: 9am, Monday 16th September 2024

Successful candidates for interview will be notified by Friday 20th September 2024.

Interviews and a written task will be held on Tuesday 24th and Wednesday 25th September 2024.

Provisional dates for potential second round interviews on Monday 30th September 2024.

For any questions, access requirements, or if you require the job description in a different format, please contact jobs@feedbackglobal.org or phone 020 3051 8633.