

Job Title: Head of Finance
Reports to: Chief Executive
Responsible for: Finance Assistants (x 2)
Location: Brighton or Guildford
Flexibility: We welcome flexible working patterns
Hours: Part time: 15 to 21 hours per week
Type of contract: Permanent
Salary: £37,000 FTE (pro rata at .4 to .6) Band 6

About FareShare Sussex & Surrey (FSSS)

FSSS is a passionate team dedicated to fighting hunger, tackling food waste and creating opportunities across Sussex and 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 two sites; Guildford (Surrey) and Brighton (Sussex) and are one of 35 Regional Centres, working as a network across the country with FareShareUK, a national charity. Our new warehouse located in Guildford is set to open in Spring 2024 and will enable us to receive, store and deliver more fresh, frozen, chilled and ambient food to a wider number of beneficiaries 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 150 organisations including homeless shelters, food banks & clubs, children's centres and lunch clubs across the 3 counties. 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 FSSS.

Main purpose of this role

We are seeking a highly motivated and experienced finance professional to join our team and play a vital role in our continued success. As Head of Finance, you will have the opportunity to make a real difference by leading and overseeing all aspects of our financial operations. You will be responsible for ensuring the accuracy, timeliness, and compliance of our financial reporting, while also providing strategic financial insights to support our mission. You will be a key member of the Senior Leadership Team (SLT), working closely with the CEO, Board of Trustees and all internal teams within the organisation to ensure our financial sustainability and resilience.

As we execute our expansion into Surrey during 2024, this role is essential to the successful set up of the new site, maintaining best practice financial controls and budgetary oversight, whilst meeting statutory obligations.

The Head of Finance is accountable for developing and mentoring the finance team. This is a hands-on role with a mix of strategic and operational tasks, offering a unique opportunity to directly contribute to the success of our mission.

You will be part of an upbeat, skilled, supportive team within an ambitious, values-led organisation that has a strong leadership team and is focused on the wellbeing of its staff. You'll make an important 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.

Duties and responsibilities

Leadership

- Lead and mentor a small finance team, fostering a culture of professionalism, accountability and continuous improvement, ensuring the day-to-day smooth efficient running of the finance function.
- Contribute to strategy development and implementation as part of the SLT.
- Work closely with the CEO, Treasurer and Board of Trustees to facilitate good governance and risk management.
- Manage, maintain and develop all financial systems and control; increasing their impact and quality and implementing best practices in financial management.
- Develop and maintain strong relationships with external stakeholders; including Independent Examiners and peers across the FareShare network.
- Act as a local ambassador for FSSS

Finance operations management

- Manage the day-to-day financial operations, including accounts payable, accounts receivable, payroll, banking and general ledger maintenance.
- Manage all aspects of the financial cycle, including budgeting, forecasting, fixed asset management, reserves management and financial reporting.
- Prepare monthly management accounts and supporting commentary for presentation to SLT and Trustees.
- Provide insightful financial analysis and reporting to inform and support decision-making and funding applications across the organisation.
- Develop and implement financial and tax planning strategies aligned with FSSS's mission and goals
- Manage the staff payroll and pension process, and monthly HMRC reporting and payments
- Prepare year end accounts to trial balance and lead the audit process
- Maintain and develop best practice internal controls and procedures
- Identify and manage financial risks
- Ensure compliance with all relevant financial regulations and reporting requirements (e.g. Charity Commission, HMRC)
- 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)• Minimum of three years experience in a financial leadership role; setting and curating a positive workplace culture• Proven experience in budgeting, financial analysis and year end reporting• Demonstrable experience of managing and mentoring a finance team• Hands on experience of preparing year end accounts to trial balance and managing the year end process both internally, and externally with external independent examiners and auditors	<ul style="list-style-type: none">• 3-5 years PQE• Experience preferably gained in a charity, food systems or logistics and transport or FMCG environment• Familiarity with charity SORP• Budgetary management in excess of £1 million

Skills, Abilities and Knowledge	<ul style="list-style-type: none"> • Proficiency in accounting software, Microsoft and Google products • Proven track record in driving a culture of continuous improvement and best practice internal controls • Strong communication, interpersonal and leadership 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 analytical, problem solving and decision making skills; with a solution focus 	<ul style="list-style-type: none"> • Experience with Xero and Thinkcell
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 alternative site • Predominantly office based with some flexibility for working remotely • Proof of right to work in the UK 	<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.

Equality Diversity and Inclusion

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@faresharesussexandsurrey.org.uk before **2pm Thursday**

28th March 2024. Interviews will be conducted as suitable candidates apply. The role may therefore be filled ahead of the deadline.

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/>