



JOB PACK

Finance Officer



#WeAreFoodCycle

www.foodcycle.org.uk

FoodCycle is an equal opportunities employer.

ABOUT FOODCYCLE

FoodCycle is an award-winning national charity delivering volunteer powered community Projects across England. We build communities in our Projects by combining surplus food, volunteers and spare kitchen space to create nutritious, three-course meals for the community. We usually have 42 Projects and open our doors every week to 1,500 people who are at risk of hunger and loneliness but, owing to COVID-19 we have had to adapt our services.

FoodCycle's core aims have always been to save surplus food, tackle food poverty and help prevent loneliness, which we continued to do throughout 2020. We started the year running community meals, then provided a delivery service throughout lockdown, transitioned to Cook and Collect, as well as launching the new Check-in and Chat telephone service.

WE HAVE FOUR AIMS

- To strengthen communities
- To encourage friendships
- To improve nutrition and reduce hunger
- To change attitudes towards food and to reduce food waste

WHY WE'RE NEEDED

UK families continue to go hungry...

Marcus Rashford's End Child Food Poverty Campaign states that 4.2 million UK children are in food poverty, with two in five not eligible for free school meals. Figures from the Social Market Foundation suggest that almost two million children in the UK went short of food this year, with some 16% of surveyed parents saying their children had to make do with smaller portions, skip meals or go a day without eating between March and September. A similar study from The Food Foundation focusing on four million adults living with children, reported 12% of parents skipped meals because they could not afford or access food. On that note, 80% of FoodCycle guests who attended with children told us they skip meals.

Destitution

A study on destitution in the UK from Joseph Rowntree Foundation found that more than a million UK households experienced destitution at some point in 2019, with one third (32%) of those households reported having no immediate source of income in the last month. While 78% of the population of destitute service users had incomes below the 'extremely low income' threshold – with at least 32% with no income at all and 74% with incomes of less than £70 a week.

Loneliness

An Office of National Statistics study revealed that 30.9% (7.4 million adults) said their wellbeing had been affected through feeling lonely in the past seven days, and one in twelve respondents surveyed between 28 October and 1 November described themselves as always or often lonely. Young people are particularly at risk - with 16 to 29-year-olds twice as likely as the over-70s to be experiencing loneliness in the pandemic. Before the pandemic, 75% of FoodCycle guests told us they were lonely.

Food waste is on the rise...

WRAP carried out two studies during lockdown: in April consumers reported a reduction in wasted food but in June surplus levels began to increase from 14% to 18% on bread, milk, potatoes and chicken. The most recent official figures covering pre-lockdown, published in January 2020, show that UK households waste 4.5m tonnes of usable food a year – enough food to easily fill 30 Royal Albert Halls and worth a total of £14bn.

2020 IN NUMBERS



**775,644 MEALS*
HANDED OUT**



**1.2 M MINUTES SPENT
NATTERING**

**359 TONNES OF SURPLUS
FOOD SAVED**



**5,900 NEW VOLUNTEERS
SIGNED UP**



**83% OF RECIPIENTS SAID THEY
ATE MORE FRUIT AND VEG**

**63% SAID THEY RELIED ON FOODCYCLE
AS THEY COULD NOT AFFORD FOOD**

*equivalent meals, based on the assumption of an average meal weighing 420g (FSA 2008)

FoodCycle is a company limited by guarantee (number 7101349) and a registered charity in England and Wales (number 1134423).



Finance Officer

About FoodCycle

FoodCycle is an award winning national charity delivering volunteer powered community dining Projects across England. We build communities in our Projects by combining surplus food, volunteers and spare kitchen spaces to create nutritious, three-course meals for the community. We have ambitious plans for growth, which is why this new position has been created.

We have 4 main aims:

- To strengthen communities
- To encourage friendships
- To improve nutrition and reduce hunger
- To change attitudes towards food and to reduce food waste

About the role

Position Title: FoodCycle Finance Officer

Reports to: Finance Manager

Hours: 22.5 hours per week

Pay: £25,000 pa depending on experience

Location: FoodCycle Head Office, Vauxhall and home working

Position Summary

This is a key role in the organisation, and you will enjoy using your financial expertise to ensure the smooth every day running of FoodCycle, giving you the opportunity to liaise with all levels of the organisation, from the CEO to the volunteers who carry out our work.

The right person for this role enjoys being organised, pays attention to detail and understands that they are a key component in supporting our fantastic Projects and amazing team. They will also relish working with a wide variety of job roles as well as supporting the finance function.

You will gain knowledge and understanding of the charity's key processes which will enhance your career development. To carry out your role we will invest in training where there are gaps and seek to progress you if the opportunity arises.

Roles and Responsibilities

1. Inputting transactions relating to income and expenditure, coding entries to the correct cost centre with the correct nominal codes and fund codes
2. Record debit card transactions and process and reconcile petty cash
3. Support the Finance Manager in managing the Purchase Ledger and Sales Ledger. Raise invoices where necessary and chase up outstanding payments.
4. Process and record donations received in all forms including cheques, cash, charity vouchers, BACS and electronic means including Just Giving, CAF Donate, Stripe, Virgin Money, CAF GAYE and Paypal
5. Liaise with fundraising over monthly donations – checking with the team that relevant data is on Salesforce
6. Check and approve volunteer expenses and run Salesforce Report for import to Xero
7. Fortnightly payment run and general banking
8. Support to check monthly Gift Aid claims (check declarations are valid)
9. Act as a knowledge centre for all volunteer finance queries
10. Manage the expense mailbox – using templates where necessary and if possible
11. Match invoices with PO's when the system is introduced
12. Attend and support the FoodCycle annual training Conference

Other duties

13. Some office management duties such as postage, answering the phone
14. Assist with financial training at our volunteer conference
15. Occasionally visit FoodCycle projects and take an interest in the work of our volunteers.
16. Work with all staff towards achieving FoodCycle's vision and contribute to its success.

Working at FoodCycle

Holidays: 23 working days pro rata (along with additional Christmas Close down days)

Pension: There is a pension scheme available – new staff are automatically enrolled after three months unless you choose to opt out.

Team working: We are a small but great team – super supportive and always willing to help each other out.

Applying for this role

What to send: A CV of no more than two sides, and a covering note/letter of no more than two sides explaining why you are suitable for the role.

Where to send it: [Apply Here with this link](#)

Deadline for your application: 5 pm on Sunday 11th 2021

Interview dates: Week commencing 19th April – with online test beforehand for shortlisted candidates

Start: April/May 2021

FoodCycle is an equal opportunity employer and values diversity.

The role advertised is 'Regulated Activity' and as such is not exempt from the Rehabilitation of Offenders Act 1974 and that all potential applicants will be subject to an enhanced DBS disclosure check

Safeguarding statement

Safeguarding is Everyone's business – FoodCycle is committed to safeguarding and promoting the welfare / wellbeing of children, young people and adults at risk. It expects all staff and volunteers to share this commitment".



Person Specification

| | Essential Criteria | Desirable Criteria |
|---|---|--|
| Proven Experience/skills knowledge and ability | <ul style="list-style-type: none">• Customer service orientated• Proficient with Xero• Proficient with Excel• Ability to work with CRMs | <ul style="list-style-type: none">• Possesses an accounting qualification• Has gift aid experience• Knowledge of salesforce or other CRM databases |
| Personal Attributes | <ul style="list-style-type: none">• Highly numerate• Excellent attention to detail• Methodical• Personable and warm• Is always willing to help and facilitate members of staff and volunteers• Excellent team player | |
| Values | <ul style="list-style-type: none">• Honest and trustworthy• Flexible with a can do attitude• Commitment to FoodCycle's charitable objectives and ethics• Passion for food and cooking | |