



Finance Officer

Organisation: The Feed

Location: Prince of Wales Road, Norwich

Reporting to: Chief Executive

Contract Type: Permanent with 6 months initial probation period

Salary: £20,000-£23,000 DOE pro rata salary

Hours: 15 hours per week over 3 days. Can be flexible hours

Closing Date: 15th January 2021

About The Feed:

The Feed has been running as a social enterprise for six years. We successfully support people with major barriers to employment. We empower them to move forward into more fulfilling lives by using food and collaborative support to motivate and inspire change. We use our successful catering business and café to provide people with employability skills and we support them in their next steps into employment, further training or volunteering.

In August 2020 we launched the Community Fridge as a further way to help prevent hunger and food poverty in Norwich. It is open Monday - Friday 2-4 p.m.

Overall purpose of the Finance Officer:

The post holder contributes to the sound management of The Feed by providing specialist skills in accounting. The officer will oversee all ledgers and financial administration. Managing sales and purchase invoices, accounting and financial reporting. The officer will also monitor the core financial systems in place to meet the requirements set by our funding bodies and partners.



Finance Officer

Principal tasks and activities

Regular day to day tasks

Finances - to be the responsible person to manage the day to day financial activities and returns.

To log and reconcile all financial payments on Xero for the CIC bank account, PayPal account and Cash Account.

To maintain a record of documentation relating to payments both on OneDrive and Xero.

To ensure the invoices for the catering orders are transferred to Xero on a regular basis and approved.

To reconcile the cash income from the café and trolley runs on a weekly basis

To ensure excess cash is not kept in the till and trolley run cash tin and is removed.

To bank any cheques or excess cash on at least a weekly basis.

To pay all invoices and payments in line with the payment terms on approval of the CEO.

To monitor cashflow on an ongoing basis keeping the CEO informed of the current position on a weekly basis.

Monthly/quarterly tasks

To review and complete the quarterly VAT return to HMRC via Xero.

To ensure outstanding invoices are chased on a regular basis and that payment is received to prevent any bad debts.

To complete the monthly P&L report on Xero and ensure all the transactions have been correctly posted and balanced.

To add the monthly financial figures to The Feed Budget & Growth Plan

To maintain the monthly figures for any restricted funding on The Feed Budget & Growth Plan

To maintain The Feed Foundation accounts spreadsheet, recording all income and expenditure and making arrangements for necessary funds to be transferred between the CIC.

To complete the monthly payroll.



Finance Officer

Principal tasks and activities

Ad-hoc tasks

- To update the Funding spreadsheet with any monies received and remind those concerned about any reporting that is due.
- To implement any changes to the Bank Accounts.
- To liaise as required with the Accountants.
- To apply for any Government funding available to support the business through Coronavirus, such as furlough scheme monies.

HR & Admin -

- To support the team by doing general admin tasks.
- To maintain the employee payroll database to ensure it is accurate and up to date.
- To ensure any tax code changes received have been updated by Xero.
- To submit the monthly pension file to The People's Pension and complete any associated admin re reviews/new starters.
- To check the utility bills upon receipt and ensure the monthly readings are logged specifically for electricity and water.
- To liaise with suppliers re service levels, costs etc as required.
- To provide funders with their initial and ongoing monthly evidence to meet their funding requirements.
- To work with the admin volunteer on a Tuesday morning.
- To open the post and deal with the content or pass it on as necessary.

Fundamentally you will be committed to Norwich becoming a city where homelessness and long-term unemployment become a thing of the past



Finance Officer

Person specification

Essential

- AAT level 4 (or working towards level 4) qualification or relevant experience and knowledge
- Experience of using an accounts package for general bookkeeping for a similar sized organisation.
- Self-motivating and able to prioritise own workload to meet deadlines.
- Be competent in the use of IT and have a good understanding of detailed spreadsheets
- Experience of working as a member of a group/team to achieve given objectives
- Communicate effectively, both in writing and orally with the public, colleagues and stakeholders
- Implement changes within agreed deadlines
- Able to work in a pressurised, fast moving environment
- Be highly organised and methodical with excellent attention to detail
- Willingness to undertake training and to develop new skills/procedures in response to the organisation's changing needs.

Desirable

- Experience of producing financial reports for funders.
- Experience using a finance package (Xero)
- Experience using a payroll package (Xero)
- Experience of the social enterprise and charity sector
- Experience of working across multi-agency projects
- Knowledge of confidentiality, data protection and safeguarding policies.

DBS Category:

- Enhanced with barred list.



Finance Officer

Values

Our shared values are important to us. We will ...

- Be focused

We will keep things simple. We will concentrate on doing a few things really well and communicating clearly

- Be energetic

We are committed, dedicated, determined, purposeful and fun. We will not give up on achieving our vision and mission.

- Be creative

We dream big and learn from trying new things. We collaborate with other organisations who share our goals, locally and from further away. We are aspirational and inspire the people we work with to aim high.

- Make people proud

We take pride in our work and our products and want to be known for being the best. We celebrate our successes

- Treat people well

We always prioritise equality and gain strength from diversity.

- Improve our environment

We seek to improve local communities where we work and to make a positive impact on the environment.

How to Apply

Please send your CV and covering letter to lucy@thefeed.org.uk

Closing Date: 15th January 2021

www.thefeed.org.uk

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