



## Job Description

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<b>Job Title:</b>	Finance and Administration Assistant
<b>Position Type:</b>	Paid/Part time
<b>Reports to:</b>	Finance Manager
<b>Based at:</b>	School Food Matters, The Bridge, 7b Parkshot, London TW9 2RD
<b>Working Hours:</b>	2/3 days per week, flexible hours. Must work on a Monday
<b>Salary:</b>	£27,553 FTE equating to £11,021.40 for 0.4 FTE or £16,531.80 for 0.6 FTE
<b>Pension:</b>	School Food Matters matches pension contributions at 5% of pensionable earnings
<b>Holiday:</b>	12 / 19 days including bank holidays that fall on working days
<b>Contract:</b>	Permanent

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### About School Food Matters

School Food Matters (SFM) exists to teach children about food and to improve children's access to healthy, sustainable food during their time at school. We provide fully funded food education programmes to schools. Our experience delivering these programmes informs and strengthens our campaigns, bringing the voices of children, parents and teachers to government policy.

We are enjoying a period of rapid growth and want to share our stories with a wider audience. Our new strategy describes five priorities for 2020-2025; the first is to grow our profile to improve our charity's ability to influence government policy.

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### Job Purpose

- To assist the Finance Manager in managing and processing the financial affairs of the charity
  - To answer enquiries and provide administrative support to the charity
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### Key Tasks Include

- Prepare invoices for customers, chasing and recording income in Sage as required
- Carry out agreed processes for new membership registration and renewals and answer member enquiries
- Prepare and send out membership invoices annually, issue reminders as necessary
- Liaise with project officers to monitor each project's income and expenditure
- Post transactions and reconcile bank accounts in Sage
- Check supplier invoices against project budgets and process staff expense claims
- Maintain gift-aid data and make claims as required
- Assist Finance Manager on producing annual accounts (reconcile ledgers, year-end spreadsheets, checking debtors/creditors)
- Provide administrative assistance to SFM team as and when required including data entry and management of Airtable database
- Administer SFM recruitment processes
- Purchasing items required for projects
- Answering telephone enquiries
- Monitoring and processing info@ emails
- The Finance and Administration Assistant will also undertake any other tasks relevant to the affairs of SFM that may arise from time to time. Therefore, being flexible and approaching the job with an open and positive mindset is essential!

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## Person Specification

### Essential

- Experience of working with Sage accounting software
- Experience of working in a busy office
- Confident and competent IT skills across Office suite of programmes
- Ability to work independently to agreed deadlines
- Strong organisational skills and the ability to prioritise with attention to detail
- Ability to work both independently and collaboratively

### Desirable

- Experience of reconciling project budgets and producing financial reports for funders
- Experience of working in a small charity environment
- Experience of working with Airtable
- An interest and enthusiasm in all things relating to food education and sustainable living!

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## Applying for this Job

Once you have thoroughly read this job description and had a careful look at our website, please complete the application form [here](#). The electronic form cannot be saved so we suggest you use the word document [here](#) as a template.

Applications must be submitted by midnight on **Wednesday 9 February 2022**. Interviews will be held at our offices at The Bridge, 7b Parkshot, London TW9 2RD on **Thursday 24 February 2022**.

### Please Note:

School Food Matters is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment. If you are offered employment, you will be subject to a Disclosure and Barring Service record check by the Disclosure and Barring Service.

School Food Matters is committed to recruiting staff on merit. We will endeavour to make new opportunities available to a wide variety of eligible candidates to promote diversity and equality of opportunity.

School Food Matters is only able to employ people who are entitled to work in the UK and cannot assist with work permit or immigration issues. We are unable to help find accommodation in London.

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January 2022