



FINANCE BUSINESS PARTNER (FUNDRAISING)

APPLICANT INFORMATION PACK





WELCOME FROM EMMA REVIE, CHIEF EXECUTIVE

The work of our foodbank network is inspiring but we face significant challenges ahead. Between 1st April 2018 and 31st March 2019, The Trussell Trust's Foodbank Network distributed 1.6 million three-day emergency food supplies to people in crisis, a 19% increase on the previous year. More than half a million of these went to children.

I want to see the end of the need for emergency food services in our country, to work with Government to ensure that our benefits system provides a genuine safety net for people and work is paid a fair wage, allowing individuals and families to thrive rather than just stave off crisis.

Although the recent Budget marked a positive step forward, there is still much more to be done and we will continue to work through the foodbank network to bring further change.

Working for The Trussell Trust means making a difference in people's lives. To continue our vital work, we rely on a team of dedicated people. Come and join one of the fastest growing charities in the UK!

A handwritten signature in black ink, appearing to read 'Emma Revie'.

Emma Revie
Chief Executive



WHAT WE DO

Our aim is to end hunger and poverty in the UK. We support a nationwide network of 1,200 food bank centres across the UK.

Together, we provide emergency food and support to people locked in poverty, and campaign for change to end the need for food banks in the UK for good.

In the UK, more than 14 million* people are living in poverty - including 4.5 million children. As a nation, we expect no one should be left hungry or destitute, and we owe it to each other to make sure the right support is in place when we need it most.

It's simply not right that we live in a society where so many people are locked in poverty.

Together, we can end hunger and poverty in the UK.

*14.2 million people in the UK population are in poverty.
The Social Metrics Commission, 2018

OUR VALUES

The Trussell Trust is committed to community built on diversity, tolerance, cooperation, and mutual respect. We want to contribute to society and demonstrate social responsibility.

Our values are important to us, and we practice them in all areas of our work - from the way our food bank centres support people in crisis, to how we interact with our own staff.

We are **passionate** about what we do and the difference it makes. We are **compassionate**, giving selflessly and putting others first. We hold ourselves **accountable**, taking responsibility for our actions and decisions, and their consequences.

We are **innovative**, with the ambition to pursue new, creative ideas. We **empower** and encourage staff, volunteers, and clients to achieve their best in a safe environment.



HOW WE WORK

Our head office is based in Salisbury in Wiltshire, with satellite offices in London and Coventry.

We also have team members based across the UK supporting food banks at a local level.

Our support for the food banks in our network is delivered through six directorates, all of which report into our Chief Executive. These are:

- Operations
- Finance & Corporate Services
- Policy, External Affairs & Research
- Strategy & Impact
- People & Culture
- Fundraising

Whatever your skills or experience, there could be a role for you at the Trussell Trust.

OUR BENEFITS

Our people are the most important thing the Trussell Trust has. Without our staff, we couldn't achieve our goals and create change.

Our staff are passionate about their work and the difference they make to the lives of others. The benefits package we offer supports our staff professionally and personally.

Benefits include **matched pension contributions** of up to 8%, **group income protection**, **payroll giving**, **flexible working**, **season ticket loans**, and **enhanced contractual leave**.

To find out more about the full range of benefits we offer, visit www.trusselltrust.org/about/jobs/employee-benefits.



THE ROLE

Directorate: Corporate Services
Responsible to: Head of Finance
Hours: Full-time (37.5 hours per week)
Salary: £40,000-£45,000 per annum plus benefits
Contract: Initially interim 6 months post
Based: Salisbury



ROLE OUTLINE

Manage the development of business processes and reports across the different funds of the Trussell Trust, creating and implementing process improvements and reconciling information between the CRM and finance systems.

RESPONSIBILITIES

- Develop and maintain a thorough working knowledge of the needs and priorities of different areas of the organisation
- Implement and maintain strong business processes between finance and fundraising to support record-keeping, analysis, and good decision-making
- Develop forecasting processes for cashflow and management accounts purposes
- Work closely with the income processing team to improve and strengthen reconciliations, reporting and system links between the CRM system (Salesforce) and the Finance System (Exchequer).
- Implement process improvements and system automation to support the accurate and timely production of cashflow and management accounts reports
- Build reports on restricted funding and set up processes to monitor income and expenditure and the spending down of restricted reserves
- Support grant programmes and large funder reporting requirements with regular reporting and forecasting.
- Support the annual budgeting cycle (October-December) including producing budgets per fund.
- Support funding applications and bids with analysis as required.

Any other reasonable duties as specified by the line manager to support the work of the Trust.



PERSON SPECIFICATION

SKILLS AND KNOWLEDGE:

- Strong Technical accountant - Qualified (ACA, CIMA, ACCA, CIPFA or equivalent formal qualification).
- Knowledge & experience of a variety of financial reporting systems (Exchequer desirable).
- Knowledge of CRM systems (Salesforce desirable)
- Ability to interpret complex data and apply problem solving techniques when required.
- Confident and adept at communicating at management and peer to peer level.
- Advanced Excel user

EXPERIENCE:

- Substantial experience of charity fund accounting and the preparation of restricted fund reports.
- Experience of business partnering in the charity sector.
- Experience of process improvements and implementations.
- Demonstrable experience of developing business processes and applying effective problem solving.

APTITUDES AND ABILITIES:

- Pro-active and solution focused by problem solving and making recommendations for improvements.
- Service orientated to develop the service provision of the finance team.
- Communicates clearly, effectively and honestly.
- Analyses and communicates complex financial information effectively to specialist- and non-specialist audiences
- Works with others as one team, actively listening and collaborating to achieve a shared vision. Builds relationships across The Trust, sharing information and expertise.



HOW TO APPLY

If you feel you have the required passion, energy and enthusiasm to help us bring an end to poverty and hunger, then you're on your way to becoming part of something that will make a real difference to people's lives.

To apply for the role please go to www.trusselltrust.org/jobs and click on 'Apply for this job' by the role details. This will take you through to our online Applicant Tracking System (ATS). You need to complete the ATS process in one go so it may help you to prepare the following before you start:

- Current employer
- Position in organisation
- Length of notice
- Give a brief outline of the responsibilities associated with your current role (no more than 150 words)
- Explain your interest in the position and give details of any relevant experience you have (no more than 150 words)
- Then separately upload your CV and a letter outlining why you are just who we are looking for.

If you have questions about this position please call 01722 580 209 or email people@trusselltrust.org.

www.trusselltrust.org/jobs

