Welcome from
Emma Revie, Chief Executive

Thank you for your interest in joining the Trussell Trust.

Last year, food banks in our network provided more than 2.1m parcels to people across the UK. This represents an increase of 14% compared to the same period in 2019/20. Over 830,000 of these went to children.

As the cost of living continues to soar, people who can least afford it, are feeling the impact the most. The work of our food bank network is inspiring, but it shouldn’t be needed.

Our vision is for a future without the need for food banks. It’s an ambitious goal, but we believe it’s achievable. To get there, we need to work with governments at every level to ensure that our benefits system provides a genuine safety net for people and that everyone is paid a fair wage. Everyone should be able to thrive, not merely survive, because they don’t have enough income to cover the essentials we all need.

Working for the Trussell Trust means you’ll be making a real difference to the lives of people across the UK. To continue our vital work, and realise our vision, we rely on a team of dedicated people who share our goal. We hope you’ll be part of that team!

Best wishes

Emma Revie
Chief Executive
We support more than 1,300 local food banks across the UK, providing practical, community-led support for people facing hardship.

But emergency food isn’t a long-term solution to hunger. People need food banks when they don’t have enough money for essentials. It’s not right that anyone needs a food bank to get by. That’s why we campaign for change to end the need for food banks in the UK and work with communities across the UK to change the things that push people to need a food bank.

We bring together data and evidence from food banks and the people who need them across the UK, gathering powerful information on our society. Our research projects give the most in-depth picture of who needs a food bank and why, helping us co-create and advocate for solutions that will ensure all of us have enough money to cover our basic needs.

We believe that, in coming together, we will build a future where none of us need a food bank, because none of us will allow it. That’s why we launched our five year strategic plan. We know our goal to end the need for food banks is ambitious, but by working Together for Change, we believe it is achievable.

Our values are the fundamental driving principles that underpin our work. Developed in consultation with food banks, our values encapsulate the spirit of what it means to be part of the Trussell Trust and our network.

Our values are:

**Compassion:** We stand in solidarity with people that need the help of food banks. We put the wellbeing of people served by food banks above everything else. We always uphold and protect their dignity.

**Justice:** We are motivated by a desire to see a more just society. It’s not right that anyone is facing hunger and poverty. Everyone should have enough income to afford the essentials.

**Community:** We believe we share the responsibility to support one another in our communities. To create change, we must work together for a fairer society.

**Dignity:** We recognise the innate value of each individual person and seek to prioritise the other person’s needs and concerns in the spirit of mutuality and friendship. Regardless of background.
Our team members are based in all four nations of the UK, supporting both our national work and food banks on a local level.

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

- Corporate Service
- Network Operations
- Network Programmes and Innovation
- Participation
- People and Inclusion
- Policy, Research and Impact
- Public Engagement

Whatever your skills or experience and wherever you are based in the UK, there could be a role for you at the Trussell Trust helping our work towards a future without the need for food banks.

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

All of our roles undergo a Job Evaluation and Benchmarking programme which has resulted in the implementation of a robust methodology for evaluating and setting salaries.

As a result we now have established levels and spot rate salaries based upon the market rate for all our roles that are non-negotiable. Our pay principles are important to us, they are grounded in a transparent and competitive approach to pay.

The benefits package we offer supports our staff professionally and personally.

Benefits include matched pension contributions up to 8%, company sick pay package including income protection insurance, enhanced Family leave including maternity and paternity, flexible working, payroll giving, enhanced contractual leave including the option to buy and sell holiday once a year.
The Role

**Directorate:** Corporate Services  
**Responsible to:** Finance Transactions Manager  
**Hours:** Full Time (37.5 hours per week)  
**Salary:** £27,709 per annum  
**Based:** Home based, with frequent travel to Salisbury office, occasional travel to London office and other UK locations.

**Role outline and purpose**

Accountable for the accurate and timely processing of financial information in line with the Trust’s systems and keeping records in good order. The role provides quality information and compliant service to support strategic decision making and build a solid foundation for an evolving organisation.

**Role Responsibilities**

- **Process payments and maintain purchase ledger** - process expenses, invoices and other payments in XLedger for payment in a timely and accurate manner and reviews supplier statements and outstanding items regularly and efficiently.

- **Compliance and internal controls** - Ensure relevant authorisations are obtained, and safeguards and protocols are followed about data protection, internal financial controls, and ethical standards.

- **Act as the first point contact for purchasing queries** - primary management of the shared finance email inbox; Acting as the first point of contact for external and internal questions. Ensures high levels of customer service and effective representation of the Finance Team and the Trust.

- **Organisation** - Maintain paperwork in an orderly manner: current/prior year records to remain accessible yet secure, older items archived and destroyed when appropriate. Ensuring proper records are maintained in the financial system.

- **Finance Team assistance** - Support finance team colleagues in providing information to other parties as appropriate, e.g.: as budget holding colleagues, fundraising colleagues, or external auditors.
Person specification

Technical skills and minimum knowledge:

- Relevant bookkeeping qualification (e.g., AAT) or QBE
- Experience in a similar role, ideally working with large transactional volumes.
- Able to demonstrate a good understanding of the implications of accurate record keeping.
- Able to identify situations where any risk of non-compliance/adherence may arise
- Adept at working with accounting systems and MS applications.

Behaviours and competencies:

- Has a clear idea of priorities and manages own time appropriately by delivering key outputs and replies to requests in a timely fashion
- Adopts a customer service approach when communicating with stakeholders.
- Demonstrates resilience, resourcefulness, flexibility, and perseverance
- Demonstrates personal integrity and commitment to compliance and ethical standards
- Demonstrates empathy for people from disadvantaged, marginalised or socially excluded backgrounds
- Role models inclusive behaviours and values
- Demonstrate a commitment to the values of the Trussell Trust

Key Stakeholders

- Suppliers
- All Staff
- The Finance Team
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 our website to access our online application platform, Applied. This platform enables us to review your application anonymously to make our hiring decisions as diverse and impartial as possible.

You do not have to complete your application in one sitting, but you can save it and go back to it at any time before the closing date.

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

www.trusselltrust.org/jobs