

**Directorate:** Operations

**Reporting to:** Head of Finance

**Contract type:** Permanent

## Working at Mary's Meals International:

Our mission, vision, and values are at the very heart of everything we do here at Mary's Meals and working for Mary's Meals International is so much more than a career opportunity, we offer the opportunity to support our global movement in a dynamic, flexible and inclusive environment with a real focus on personal and professional development. We believe in the innate goodness of people, respect the dignity of every human being and family life and believe in good stewardship of the resources entrusted to us. In line with our values, Mary's Meals is fully committed to a culture of safeguarding.

## Role purpose:

The successful individual will be a core part of the Finance directorate, with primary responsibility for implementing financial processes & controls at MMI; leading on the preparation of our annual statutory accounts; and managing the external audit process. Leading a small team, you will supervise our treasury management position and facilitate payroll each month. There are five key focus areas for the role:

1. Financial process & control at MMI
2. Preparing annual statutory accounts & managing external audit
3. Treasury management
4. Payroll
5. Line management

## Key responsibilities & activities:

### Financial process & control at MMI

- To ensure quality control over the completion and recording of financial transactions and financial reporting.
- Oversee MMI Sage, ensuring robust and appropriate controls in place, including carrying out full month end reviews.
- To maintain day-to-day compliance with the Scheme of Financial Delegation.
- To evaluate, develop and implement appropriate financial systems & processes, including liaising with suppliers/3rd party providers as required.
- To provide training, support and guidance to users of financial systems.
- To specify, test and implement interfaces between financial systems and other management information systems.

## Preparing annual statutory accounts & managing external audit

- To lead the production of the Annual Accounts in line with FRS 102 (Charities SORP) and statutory requirements and liaise with external auditors to ensure a smooth audit process throughout the year.
- To ensure compliance with all relevant Charity, Company and Tax legislation.

## Treasury Management

- Manage treasury and cashflow activity, including proactive monitoring of our currency mix.

## Payroll

- Facilitate an efficient payroll service that delivers accurate and timely payment to all staff.
- Work with external payroll providers across both UK & International payroll, alongside People & Culture.

## Leading & Managing

- Provide direction, leadership and support to a small team of Finance Assistants.
- Allocation of work to line reports, delegation and review.
- Oversee the delivery, monitoring and reporting of progress made against team and department strategies and plans.
- Lead, develop, coach and inspire a high-performing team, promoting a culture of engagement and empowerment including identifying and implementing opportunities for delegation and development.
- Seek all opportunities for personal growth and development to support the aims of our organisational strategy.
- Role-model Mary's Meals values and leadership behaviours.
- Ensure MAPs are in place for all direct reports.
- Ensure integration and collaboration between the different strands of the directorate.

## All MMI employee are expected to undertake the following general duties:

- Work within the framework of the Mary's Meals mission, vision and values.
- Work towards achieving department strategy, operational plans and objectives.
- Ensure familiarity with and adhere to all MMI policies and procedures.
- Undertake and apply learning from appropriate training and development programmes.
- You may be required to travel to countries where Mary's Meals operates.
- Understand and uphold the standards outlined in MMI's Safeguarding Policy, acting with due care and attention to safeguard anyone that comes into contact with our work.

## Essential skills & experience required for this role:

- Demonstrable experience of accountancy, including financial process & controls and preparation of annual accounts.
- Good understanding of UK accountancy practices.
- Track record of delivering high-quality statutory accounting information.
- Excellent attention to detail and drive to produce high quality, accurate accounts and other financial information.
- Excellent Excel skills and solid working knowledge of financial software packages.
- A credible people manager who takes the time to provide effective supervision, challenge, coaching and support.
- Highly skilled communicator, able to articulate complex finance processes to colleagues, and train team members.
- A 'hands on' practical person who is solutions-focussed and ready to operate at different levels to achieve the required deliverables.
- An implementer of policies, procedures, projects and change.
- Experience of working closely with and providing operational reports to senior staff.

- An influencer known to get results and make an impact across all areas of an organisation at all levels.
- Ability to manage external service providers, including auditors and software system providers.
- Cultural sensitivity and the ability to work effectively with a wide range of people in different countries and settings.

### **Desirable skills & experience required for this role:**

- Demonstrable understanding of the charity sector and the values of Mary's Meals.

### **Qualifications:**

- Educated to degree level or relevant experience.
- Professional Accountancy qualification (CCAB or equivalent) is desirable.

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### **Changes to your role:**

As our organisation evolves and grows, your job description may need to be reviewed and if appropriate, changed. These changes may be initiated by you or your manager but always in consultation with you and your job description may also be reviewed as part of your annual MAP process.