



HR and Finance Administrator

- Reporting to:** Chief Executive Officer
- Salary:** £23,400 per year pro rata (equivalent to £9,360pa)
- Hours:** 15 hours per week, over 2-3 days (flexible)
- Terms:** Fixed Term 12 Month Contract (continuation and expansion of role subject to review), 25 days Holiday (exc. Bank Holidays) pro rata, 5% pension contribution, Employee Assistance Programme, enhanced leave (sickness, parental, maternity, paternity), flexible working, individual training budget
- Place of work:** Our central office (Bristol) with some hybrid working optional and occasional visits to our Plymouth and Bristol warehouses

About FareShare South West

Do you care about doing something worthwhile with your working day? Are you passionate about supporting people at work and beyond? At FareShare South West, you can make a real difference to the one million people in the south west who are going hungry.

We are the region's largest food charity. We join the dots between food waste and hunger, transforming an environmental problem into social good.

FareShare South West (FSSW) is part of the national FareShare UK (FSUK) network of surplus food redistribution charities. We fight food poverty by tackling food waste. We source quality surplus food - from food retailers, manufacturers, and suppliers - engaging volunteers to redistribute to local charities and community groups that provide meals to vulnerable people (individuals who are homeless, unemployed, socially isolated, recovering from addictions, etc.). Our food is a vital lifeline for children and families, people on low incomes, people who have lost their jobs, the homeless, refugees, domestic abuse survivors, the elderly, and keyworkers.

Purpose of role

This is a new role directly supporting the CEO and the Senior Leadership Team at a very exciting time in our expansion across the south west.

- The HR and Finance Administrator will deliver administrative support to the CEO, Senior Leadership, and office-based teams
- Finance administration support including management of petty cash and payroll support
- HR administration support including recruitment, HR system lead and general support to the CEO
- Office management lead for the Central Bristol office

Duties & Responsibilities

Finance Support:

- Oversee the setting up and management of petty cash in all FSSW locations, ensuring procedures are followed, and end-of-month reconciliations are completed
- Manage centralised procurement of stationery, office equipment, warehouse consumables, and small purchases across all FSSW sites, securing best prices and management of all paperwork/records and stock checks
- Support the CEO with monthly Payroll administration and purchase ledger tasks.
- Support CEO and Bookkeeper with financial audit preparation tasks

Human Resource Support:

- Ensuring personnel records are up to date on the HR system
- Responsible for internal audit register of policy reviews and version control, liaising where needed with the HR outsourcing provider, and communicating updates to the staff team
- Support with the recruitment process of new staff, placing adverts across appropriate platforms, collating applicants, compiling EDI and recruitment source data, setting up interviews, post-interview correspondence
- Ensure all new employees are inducted effectively, are set up with equipment, email addresses, training platform access and facilities, providing support to Line Managers
- Ensure all staff leaving FSSW employment exit appropriately, including the return of FSSW property and completion of exit interview
- Provide administration support to the CEO for contracts of employment, and other HR support where necessary

Head Office Support:

- Staff liaison lead for the Central Bristol office, including inductions, keys, security, health & safety and general communications around the office management
- Ensure office building security and general maintenance is managed, liaising with the landlord about any issues (advised by Head of Compliance), including any minor repairs, keeping records of reported issues and corrective actions
- Procurement of all office and kitchen supplies for the Central Bristol office, liaising with staff to establish requirements
- Coordinate office suppliers including cleaners, waste suppliers and IT provider
- Support team days and events

Person Specification

Skills and abilities:

- Good people skills, organised, flexible
- Basic numeracy
- Good communication skills
- Compassion, empathy, integrity
- Ability to maintain strict confidentiality
- A willingness to be flexible and adapt to changing needs in the workplace
- Good interpersonal skills and an ability to empathise with others
- Good time keeping and effective time management skills
- Able to work on own initiative as well as part of a team

Experience and Knowledge

- Microsoft Office including word and a working knowledge of Excel
- Office administration
- Online purchasing e.g. Amazon
- IT literate
- Experience of administration work
- HR administration and previous use/knowledge of an HR system