



## Vacancy for Finance Administrator (20 hours per week)

Here at **True Food Community Co-op** in Emmer Green, we are looking for a new finance administrator to manage all aspects of our finances. This role is 20 hours per week, with flexibility on working patterns. The annual salary is currently £12, 844.

Below you will find further information about **True Food**, the job description and person specification.

If you are interested in joining our small team and share our passion for ethically-sourced, organic and zero-waste products, please complete the application form and send it along with a letter of interest by Friday 8<sup>th</sup> July, by post or email, to:

Cathy Hughes,  
True Food Secretary,  
True Food Community Cooperative.  
61 Grove Road, Emmer Green,  
Reading RG4 8LJ

*Email:* [secretary@truefood.coop](mailto:secretary@truefood.coop)

If you have any questions about the post, please email Cathy at the above email address.

# True Food Community Co-operative

**True Food** began in 1999 as the True Food Club, a small group of people who came together to source affordable organic food. Within two years the club was buying a wide range of organic food and starting to operate as a market, moving to the Rising Sun Arts Centre. From 2004, successful markets were held at community venues across Reading. **True Food** had established itself as a provider of affordable organic food and eco-friendly household goods to the people of Reading. On 15th December 2004 **True Food** was formally registered as The True Food Community Co-operative Limited. In 2010 our mini supermarket was opened in Emmer Green, north Reading and this has been our base ever since then.

The durability of **True Food** has shown that it is possible to run a successful and viable business based on strong ethical principles. As a co-operative, we are owned by our members, we currently have around 80 members from across Reading. Our management committee is elected from these members and is responsible for managing the business. We employ five members of staff – a business development lead, two shop managers, a buyer and a finance administrator.

Our **Vision** is for our communities to enjoy sustainable, ethical food and household products.

Our **Mission** is to accelerate change towards more sustainable lifestyles by:

- Selling organic, ethical, and zero waste food and household products.
- Providing support and education.

We aim to promote community building and education around organic and ecologically-sound foods and products.

With an annual turnover of almost £500,000, our **future plans** include:

- expanding our range of food and household products with a special focus on environmentally-sound packaging including enhancing our refilling stations for food and other products.
- increasing our presence in the Reading area through outreach projects including education about organic and ethically sourced food and household products.
- building on our track record for winning local and national awards to make **True Food** recognised as a leading and pioneering retailer of organic food and products.

The primary role of the new appointment is the management of the finances of the business, mainly this relates to the income and expenditure associated with the shop at Emmer Green.

You will benefit from working in a small, committed team supporting an active and lively membership, a generous discount for your personal purchases in the shop, flexible working, 28 days holiday per annum (pro rata) and an occupational pension scheme. The salary is reviewed annually. Staff training is provided.

This is a permanent appointment, subject to successful completion of a three-month probation period.

## **Finance Administrator**

### **Role**

To manage of all aspects of True Food's finances. The Finance Administrator plays a key role in supporting True Food's business through: Excellent financial record keeping; meeting legal & regulatory financial requirements; managing all financial systems & procedures

### **Accountability**

True Food operates on egalitarian principles and staff work in a self-managing team. The Finance Administrator works with the rest of the staff team to ensure the smooth and profitable running of the True Food shop.

Accountability is to the elected management committee of the True Food co-operative.

### **Key Responsibilities**

#### **Financial**

- Entry of financial information onto our on-line accounting software (Xero)
- VAT records
- Count takings and pay into our bank account
- Monitor bank account & reconcile regularly
- Pay bills/invoices
- Maintain cash floats
- Produce trade/other invoices and monitor payment
- Provide information to external payroll agency
- Maintain wages paperwork and pay wages, PAYE & NI
- Maintain high quality records and documentation
- Assist colleagues in financial matters
- Provide financial information as needed to colleagues, Management Committee, Accountants, Payroll provider and all statutory bodies.
- Liaise closely with colleagues, management committee, Treasurer and Accountant

#### **Other**

- As part of the staff team, to engage with the development of the staff team and the True Food as a whole.

## Person Specification

### Knowledge and Experience

- Bookkeeping qualification or relevant experience
- Experience of financial administration and management including new processes and VAT treatments
- Familiarity with Xero accounting system an advantage
- Good office computing skills particularly Excel spreadsheets
- Excellent numerical skills
- Experience in a retail environment, *desirable*, but not essential
- Experience of handling money

### Skills and Personal Attributes

- Time management and organisational skills
- Attention to detail and accuracy
- Team worker
- Responsible & trustworthy
- Commitment to co- operative principles