

mary's meals

a simple solution
to world hunger

Recruitment pack for:
Finance Business Partner – Expenditure

**This role is a job share on a
part-time permanent basis,
22.5 hours per week**

**We require the successful candidate
to work Monday and Thursday
however, third day is flexible**

**Remote working from
anywhere in the UK**

**Mary's Meals UK
May 2024**

We're an
**Age-friendly
Employer**

 **happy to
talk flexible
working**

mary's
meals

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Welcome from our Executive Director

Thank you so much for your interest in joining the Mary's Meals family. As you consider making an application for the role of Finance Business Partner – Expenditure with Mary's Meals UK, I hope you find this pack helpful, encouraging, and exciting.

In joining Mary's Meals UK, you would become part of a global movement of people who will simply not accept that any child should go hungry in this world of plenty. We are passionately driven by our simple belief that every child in the world deserves an education – and enough to eat.

From small beginnings feeding just 200 Malawian children in 2002, we are now reaching 2,429,182 children across 17 programme countries (including Malawi, Liberia, Zambia, Haiti, South Sudan, and Syria) with a nutritious daily meal in school.

This meal not only meets the immediate needs of the hungry child, but it attracts children to the classroom, where they can gain an all-important education. And we firmly believe that the children who are receiving Mary's Meals today can grow up – better nourished and better educated – to become the men and women who will lift their communities out of poverty and end their reliance on aid.



None of this would be possible without the incredible generosity of our supporters all over the world, who give freely of their time, money, skills, and prayer. In Malawi alone, we have 80,000 volunteers who rise early each day to serve Mary's Meals to children in their community.

And, across Mary's Meals' we have 20 'national affiliate' countries, in which we raise awareness and funds for our work (including the UK, USA, Austria, Germany, Ireland, Croatia and Canada), thousands of people amaze and inspire us every day with their 'little acts of love', spreading the word about Mary's Meals in their local communities and raising money to feed more children.

The UK, where we received the first-ever donations for our work, remains the country in which Mary's Meals raises the majority of its funds. And Mary's Meals UK, the organisation I am privileged to lead is responsible for continuing to tell our story across Scotland, England, Northern Ireland and Wales; engaging and inspiring more and more UK volunteers and donors; and driving forward the unrelenting growth of the Mary's Meals movement on these shores.

We do this while working very closely and collaboratively with our colleagues at Mary's Meals International, the organisation which co-ordinates the global movement and directly manages our school feeding programmes.

The Finance Business Partner will support and assist the Senior Finance Manager in providing day to day financial and management accounting for the Charity, ensuring accurate, timely and efficient delivery of the accounting services for the Charity. With more than 67 million children out of school around the world and a further 73 million attending school so hungry, they're unable to concentrate and learn, our work is only just beginning. Will you play a crucial part in shaping the future of Mary's Meals UK and, with it, the lives of so many people who both contribute to and benefit from this incredible work of love, joy, and hope?

I look forward to hearing *your* story.



Matt Barlow
Executive Director, Mary's Meals UK

- **Our vision** is that every child receives one daily meal in their place of education and that all those who have more than they need, share with those who lack even the most basic things.
- **Our mission** is to enable people to offer their money, goods, skills, time, or prayer, and through this involvement, provide the most effective help to those suffering the effects of extreme poverty in the world's poorest communities.





- We have confidence in the innate goodness of people.
- We respect the dignity of every human being and family life.
- We believe in good stewardship of the resources entrusted to us.

View Mary's Meals' full statement of values here: [Statement of Values](#)

Mary's Meals is a global movement that sets up school feeding projects in some of the world's poorest communities, where poverty and hunger prevent children from gaining an education.

Our idea is a simple one that works. We provide one daily meal in a place of learning in order to attract chronically poor children into the classroom, where they receive an education that can, in the future, be their ladder out of poverty.

The Mary's Meals campaign was born in 2002 when Magnus MacFarlane-Barrow, from Dalmally in Argyll, visited Malawi during a famine and met a mother dying from AIDS. When Magnus asked her eldest son Edward what his dreams were in life, he replied simply: "I want to have enough food to eat and to go to school one day."

That moment was a key part of the inspiration which led to the founding of Mary's Meals, which began by feeding just 200 children in Malawi in 2002. Today, 20 years later, we feed over 2.4 million hungry children every school day across four continents.

Where Mary's Meals is provided, there is a rise in school enrolment, attainment and attendance. Wherever possible, Mary's Meals uses locally grown food to support the local economy and help smallholder farmers.

We work extremely hard to keep our running costs low which means that it costs just £19.15 to feed a child with Mary's Meals for a whole school year. This is only possible because most of our work is done by an army of dedicated volunteers all over the world, who carry out lots of little acts of love on behalf of Mary's Meals.

Having been inspired, in part, by our founder's Catholic faith, this work is named in honour of Mary, the mother of Jesus, who brought up her own child in poverty. We consist of, respect and reach out to people of all faiths and none.

Counting on support from around the globe, Mary's Meals has registered national affiliate organisations, which raise awareness of our work, in 20 countries around the world. Funds raised by affiliates, including from Mary's Meals UK, are passed to Mary's Meals International, the organisation which co-ordinates our movement and directly manages the delivery of our school feeding programmes.

Mary's Meals Network

National Affiliates

| | | | |
|--|--|--|---|
|  Australia Independent Affiliate |  Austria Independent Affiliate |  Bosnia-Herzegovina Branch of MMI |  Canada Independent Affiliate |
|  Croatia Independent Affiliate |  Czech Republic Independent Affiliate |  France Independent Affiliate |  Germany Independent Affiliate |
|  Ireland Independent Affiliate |  Italy Independent Affiliate |  Poland Independent Affiliate |  Slovakia Independent Affiliate |
|  Spain Independent Affiliate |  Switzerland Independent Affiliate |  United Kingdom Independent Affiliate |  United States Independent Affiliate |

| | |
|---|---|
|  | Mary's Meals International (MMI) |
|---|---|

Programme Affiliates

| | |
|--|--|
|  Kenya Branch of MMI |  Liberia Branch of MMI |
|  Malawi Subsidiary of MMI |  Zambia Subsidiary of MMI |

Fundraising Groups

| | |
|--|---|
|  Belgium International Fundraising Group |  Netherlands International Fundraising Group |
|  Hungary International Fundraising Group |  Portugal International Fundraising Group |
|  Hong Kong International Fundraising Group |  Slovenia International Fundraising Group |

Programme Partners

| | | | | |
|--|--|---|---|---|
|  Benin Soeurs de Marie de la Médaille Miraculeuse |  Ecuador Fundación Cristo Misionero Orante |  Ethiopia Daughters of Charity, Tigray |  Haiti BND, Caritas Hinche, Summits Education |  India BREAD |
|  Kenya Caritas Lodwar |  Lebanon Dorcas |  Madagascar Grandir Dignement, Feedback Madagascar, Money For Madagascar |  Malawi Missionary Community of Saint Paul the Apostle |  Mozambique Mozambique School Lunch Initiative |
|  Niger Grandir Dignement |  South Sudan Diocese of Rumbek, Mary Help Association |  Syria Dorcas |  Yemen Yemen Aid |  Zimbabwe Mavambo Orphan Care, ORAP |



Mary's Meals UK (or 'MMUK'), a charity registered in Scotland, is the oldest entity in the Mary's Meals family – the original organisation established as Scottish International Relief in the early 1990s, when our founder and global CEO, Magnus MacFarlane-Barrow, first became involved in international aid during the Bosnian Conflict.

Back then, Magnus was a simple salmon farmer who, along with his family, decided to do something to help those who were suffering because of the war.

They relied heavily on the generosity of local people in their village of Dalmally in Argyll, who relentlessly donated food, blankets and other items of aid, which were then stored in the family shed, before being driven out by Magnus to Bosnia-Herzegovina.

Though our largest office is now in Glasgow, that same shed – which continues to be filled, metaphorically at least, with the generosity of our supporters – still serves as the headquarters of Mary's Meals UK to this day.



In January 2015, to recognise the incredible growth of the Mary's Meals movement around the world and to facilitate future growth in new countries, another entity – Mary's Meals International (or 'MMI') – was formed.

This new organisation assumed responsibility for directly delivering our programmes and for coordinating the growing number of Mary's Meals organisations around the world, aimed at either awareness-raising or programme delivery.

This structural change saw Mary's Meals UK become the global movement's largest fundraising organisation and enabled it to focus even more passionately on its mission to tell our story across Scotland, England, Northern Ireland and Wales, and empower more people to help us reach the next hungry child by offering their money, goods, skills, time or prayer.

Today, Mary's Meals UK raises awareness and funds under the direction of the Executive Director, and through the passion, commitment and dedication of our volunteers and staff, led by the Director of Communications, Director of Supporter Engagement, Director of Finance and Operations and Head of People. The organisation currently has offices in Glasgow and London and offers staff a flexible working model.



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|--------------------------|---|
| Reports to: | Senior Finance Manager |
| Location: | Home working from anywhere in the UK |
| Salary: | c. £35,605 - £41,806 per annum (pro-rata) |
| Contract Type: | This role is a job share on a part-time permanent basis for 22.5 hours per week. We require the successful candidate to work Monday and Thursday however third day is flexible. |
| Benefits: | <ul style="list-style-type: none"> • Flexible working • 34 days' annual leave (including public holidays) • Non-contributory pension with employer contributions of 8%. • Volunteering and development days • Enhanced maternity and paternity leave • Employee Assistance programme • Life Assurance • Wellbeing support • Cycle to Work scheme |
| Key relationships | <ul style="list-style-type: none"> • Senior Finance Manager • Supporters • Donors • MMUK staff and managers |





Key responsibilities:

- To provide business partner support and be the first point of contact to each of the Directorates in MMUK for all expenditure related matters.
- Establish regular communication with each of the Directorates to support existing business processes and provide guidance for any potential changes to business processes which have a financial impact. Communicate any relevant changes back to the wider Finance Team.
- To prepare and analyse monthly expenditure against budget, investigating and documenting explanations for any significant variances, and liaising with directorates for review.
- To prepare monthly management information (expenditure).
- To lead on the preparation of the annual expenditure budget.
- To prepare consolidated income and expenditure budget.
- To lead on expenditure forecasting.
- To prepare consolidated income and expenditure forecast.
- To prepare quarterly VAT returns for submission to HMRC.
- To prepare the monthly payroll and coordinate payroll processes including supply of information to payroll bureau and authorisation of submission to HMRC.
- To maintain and update employee information for online submission of Group Pension Scheme and other providers of employee benefits.
- To be responsible for the expenditure audit requirements for the annual audit.
- To assist in the development, implementation and maintenance of appropriate financial policies and procedures.
- To deal with finance related queries, both internal and external, as they arise.
- To support the wider finance team in any finance related matters.
- To contribute to team meetings and organisational priorities.
- To be proactive in keeping up to date with developments affecting the role, including any ad-hoc or ongoing training requirements, subject to the needs of the Charity.
- To abide by organisational policies and practices, and the Charity's values.
- To support diversity and equality of opportunity in the workplace.
- To adhere to all procedures, including undertaking such duties and responsibilities as may be required in terms of the Health & Safety at Work Act 1974.

Essential Criteria:

- Educated to degree level or equivalent professional experience
- Numeracy skills and an ability to understand, analyse and manipulate complex information and data
- Excellent communication skills and be able to communicate financial information to non-finance colleagues, other partners and suppliers
- Able to work independently and proactively, with the ability to consult wherever necessary
- Excellent administrative and organisational skills
- Able to use initiative to identify improvements to systems and procedures within own level of authority
- Experience of using and maintaining purchase ledger
- Experience of using SAGE financial system
- Experience of using and maintaining databases
- Experience and familiarity with Microsoft Word, Excel, Outlook and PowerPoint
- Experience of a flexible approach to managing and prioritising a high workload and multiple tasks in a fast-paced environment with tight deadlines
- Experience of organising and providing administrative assistance in an office environment

- Experience of handling a wide range of enquiries and an excellent telephone manner
- Knowledge of data protection act and responsibilities
- Clear understanding of confidentiality with written and computerised materials and processes

Desirable Criteria:

- Experience of working in a charity
- Experience of using CRM databases



All Mary's Meals UK employees approach their role in line with our 7S competency model:

1. Self

- I build and demonstrate resilience
- I lead by example
- I'm authentic and true to Mary's Meals values
- I develop myself and set stretching goals

2. Service

- I have a vocational attitude to my work
- I inspire hope in others
- I build belief that even difficult challenges can be solved
- I am committed to serving and enabling all who want to be part of the global movement
- I work to ensure our future will be even better than our past

3. Simplicity

- I communicate effectively
- I follow clear decision-making criteria
- I create plans that are easy to follow and contribute to organisational goals
- I embrace inclusivity and diversity
- I focus on delivering results

4. Stewardship

- I pay attention to the things that matter most;
(a) our physical resources; (b) our people
- I nurture, develop and respect our relationships with external stakeholders
- I deliver on my promises
- I am happy to be held accountable and to hold others to account

5. Strategy

- I have a point of view about the future
- I know our stakeholders and see our priorities clearly
- I help others to work in ways that have the greatest impact
- I develop strategy and translate it into action

6. Strengthen

- I contribute to a positive work environment
- I support those around me

7. Success

- I maintain my technical competence
- I contribute to the success of my team
- I ensure accountability
- I embrace change



How to apply for this role

To apply for the role of Finance Business Partner - Expenditure based at Mary's Meals UK, please send a tailored CV and covering letter to: Jobs@marysmeals.org

Your covering letter should make a compelling case for why you feel motivated to apply for this role within Mary's Meals UK, as well as giving a concise overview of your most relevant skills and experience, and should fill no more than two pages of A4.

Applicants must hold full right to work in the UK.

We welcome applications from candidates of all different backgrounds and identities to apply. We are committed to building an inclusive and diverse charity providing a supportive place for you to do the best and most rewarding work of your career.

Recruitment timescales

Applications will be reviewed on an ongoing basis and interviews arranged accordingly.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

Please note: If you have any special requirements or adjustments before an interview, please let us know.

mary's
meals

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Company No. SC265941
Tel: 0141 336 7094

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Dalmally, Argyll
PA33 1AR

Glasgow office
Unit 10-13 Claremont Centre
39 Durham Street, Glasgow
G41 1BS

London office
13 Hippodrome Place
Notting Hill, London
W11 4SF



“Together, let’s set out on this journey; one step at a time, one meal at a time, one child at a time.”

– Magnus MacFarlane-Barrow, Mary’s Meals founder