



mary's  
meals

a simple solution  
to world hunger

**Recruitment pack for:**  
**Finance Business Partner**  
**Mary's Meals UK**

**July 2022**



**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 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 2,279,941 children across 20 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.





# Welcome from our Executive Director

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' dozen or so '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 role of Finance Business Partner is to support and assist the Senior Finance Manager in providing day to day financial and management accounting, ensuring accurate, timely and efficient delivery of the accounting services for the Charity.

With more than 64 million children out of school around the world and a further 73 million attending school so hungry that they are 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.

A handwritten signature in black ink that reads "Daniel Adams". The signature is fluid and cursive, with the first name "Daniel" being larger and more prominent than the last name "Adams".

**Daniel Adams**  
**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 2,279,941 hungry children every school day across four continents. The average worldwide cost for us to feed a child for a whole school year is just £15.90.

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 and to ensure that at least 93% of donations goes directly on our charitable activities. 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

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




### Programme Affiliates

	<b>Kenya</b> Branch of MMI		<b>Liberia</b> Branch of MMI
	<b>Malawi</b> Subsidiary of MMI		<b>Zambia</b> Subsidiary of MMI

### Programme Partners

	<b>Benin</b> Soeurs de Marie de la Médaille Miraculeuse		<b>Ecuador</b> Fundación Cristo Misionero Orante		<b>Ethiopia</b> Daughters of Charity Tigray		<b>Haiti</b> Hands Together, BND, Caritas Henche and Summits Education
	<b>India</b> BREAD		<b>Kenya</b> Caritas Lodwar		<b>Lebanon</b> Dorcas		<b>Madagascar</b> Grandir Dignement and Feedback Madagascar
	<b>Malawi</b> Missionary Community of Saint Paul the Apostle		<b>Myanmar</b> Episcopal Commission for Education		<b>Niger</b> Grandir Dignement		<b>Romania</b> Rhema Foundation
	<b>South Sudan</b> Diocese of Rumbek		<b>Syria</b> Dorcas		<b>Thailand</b> Living Water Foundation		<b>Uganda</b> Emmaus Foundation
	<b>Yemen</b> Yemen Aid		<b>Zimbabwe</b> Childcare Ministries and Mavambo Orphan Care				

### Fundraising Groups

	<b>Belgium</b> International Fundraising Group
	<b>Hong Kong</b> International Fundraising Group
	<b>Netherlands</b> International Fundraising Group
	<b>Portugal</b> International Fundraising Group
	<b>Slovakia</b> International Fundraising Group





# About Mary's Meals UK

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 to this day.



# About Mary's Meals UK

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 and income, and the director of finance and operations. The organisation currently has offices in Glasgow, Dalmally and London and offers a flexible working model.





**Role title:** Finance Business Partner

**Location:** Home-working from anywhere in the UK or hybrid/office working from our Glasgow or London office

**Contract:** Full time, permanent (37.5 hours per week)

**Salary:** c. £26,806 - £31,031

**Benefits:** Flexible working, 34 days' annual leave (including public holidays), and a non-contributory pension with employer contributions of 8%. For more information on what we offer, please visit [our website](#)

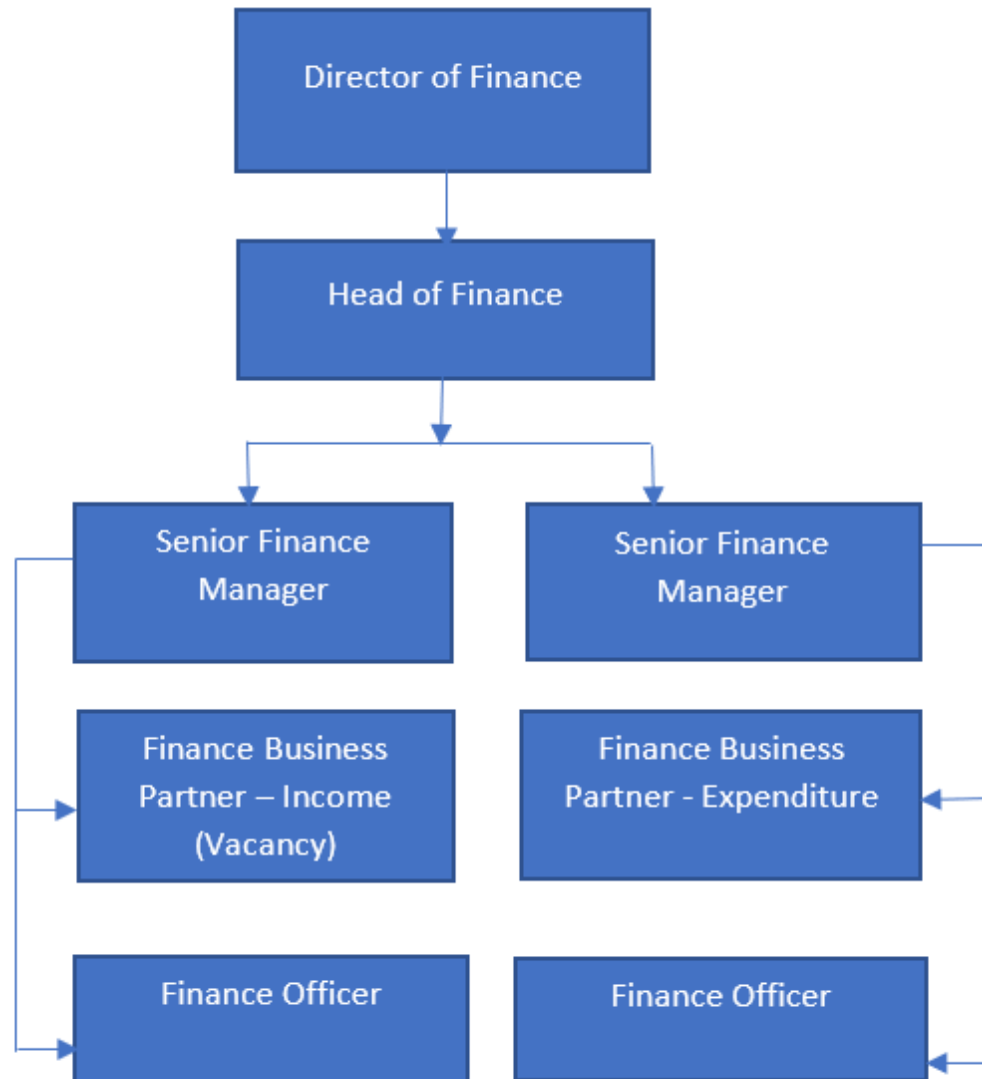
**Reports to:** Senior Finance Manager

**Key relationships:**

Internal: Staff and Managers

External: Supporters and Donors







# Duties and responsibilities

## Role overview

The Finance Business Partner will work with the Mary's Meals UK Finance Team to provide day to day financial accounting, ensuring accurate, timely and efficient delivery of the services for the Charity.

## Principal duties

- To provide detailed analysis, reporting and reconciliations including but not restricted to the monthly donor income report.
- To assist the Senior Finance Manager in preparation of the annual income budget and quarterly income forecast.
- To assist the Senior Finance Manager in preparing the audit deliverables for the annual audit.
- To be responsible for the accurate preparation, recording and reconciliation of the year end accrued income.
- To provide Business Partner Support to the Directorates within the organisation.
- To be responsible for managing all finance related matters in relation to commercial partnerships.
- To administer the Legacy income process for the charity including accurate recording of the legacy, timely follow up with solicitors and determining an estimate of the value of bequests ensuring ongoing compliance with the Charity SORP. To engage with the Major Giving and Partnerships Team relating to the Legacy process.
- To assist in the development, implementation and maintenance of appropriate financial policies and procedures and work instructions.
- To be the finance lead for matters related to CRM development and issue resolution and be responsible for communicating updates to the wider finance team.
- To support the wider finance team in any finance related matters.
- To deal with finance related queries, both internal and external, as they arise.
- 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.

## Essential:

- An accountancy qualification (ACCA/CA/CIMA) 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:

- Experience of working in a Charity
- Experience of using CRM databases
- Experience of using Salesforce CRM system



**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, based at Mary's Meals UK, please send a tailored CV and covering letter to: [Jobs@marysmeals.org](mailto: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.

## Recruitment timescales

Applications will be reviewed on receipt and interviews will be scheduled accordingly.

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

**There will be a 2<sup>nd</sup> stage interview.**



**“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**