

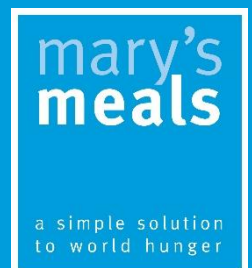


Finance Business Partner (0.8 FTE)

- Remote working from anywhere in the UK
- Mary's Meals UK
- September 2025



Recruitment pack
Finance Business
Partner



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 more than 2.6 million children across 16 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.

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.

With more than 71 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.

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.

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 "Marie Doyle". The script is fluid and cursive.

Marie Doyle
Executive Director, Mary's Meals UK

About the Mary's Meals movement

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.

Today, 20 years later, we feed more than 2.6 million hungry children every school day across four continents.

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.

Mary's Meals has 16 registered national affiliate organisations, who raise awareness and funds for our work around the world. All funds raised by the national affiliates are passed to Mary's Meals International, which co-ordinates our movement and directly manages the delivery of our school feeding programmes.

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.



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 UK 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 conflict in the former Yugoslavia.

Back then, Magnus was a 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 continuously 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.



Today, Mary's Meals UK raises awareness and funds under the direction of our Executive Director, and through the passion, commitment and dedication of our volunteers and staff, led by the Director of Communications, Co-leads for Supporter Engagement, Director of Finance and Operations and Head of People.

Mary's Meals is dedicated to fostering a culture which puts our deeply held values at the heart of everything we do.

We work to a remote-first model however we do have offices in Glasgow and London that operated on a hybrid basis for those who wish to use them. We want employees to feel they are nurtured, listened to, valued and involved; we value the unique contribution of everybody involved in our work so you will be encouraged to bring your true self to work everyday.

We offer a fair and transparent approach to our compensation package. Our compensation and benefits package includes, 34 days annual leave (inclusive of UK public holidays), 8% employers pension contribution, life assurance, payroll giving and option to purchase up to an additional five days annual leave.

Our employees' wellbeing is extremely important to us, therefore we offer various initiatives and benefits to support your overall wellbeing which include an Employee Assistance Programme, mental health first aiders, enhanced sickness pay, optical benefits and Cognitive behavioural therapy.

We strive to empower our employees, enabling them to carry out their role to the best of their ability by offering continuous learning and development initiatives which includes an annual training budget, inhouse learning management system and our own development programmes.

We respect and value the dignity of every individual and their family life. We understand the pressures of balancing home and work life therefore we offer a range of family friendly supportive policies.

You can learn more about our full benefits package by clicking [here](#).



“I appreciate all the efforts made regarding looking after our wellbeing with the many initiatives that have been offered to us.”

“I've had fantastic opportunities for career development that have kept me learning and striving to do better work.”

“The staff, volunteers and supporters are so passionate, dedicated and inspiring. It is also really fulfilling to work as part of an organisation that is making real change where it is most needed. It is a privilege to be part of the mission, and I think that feeling is something that unites us.”

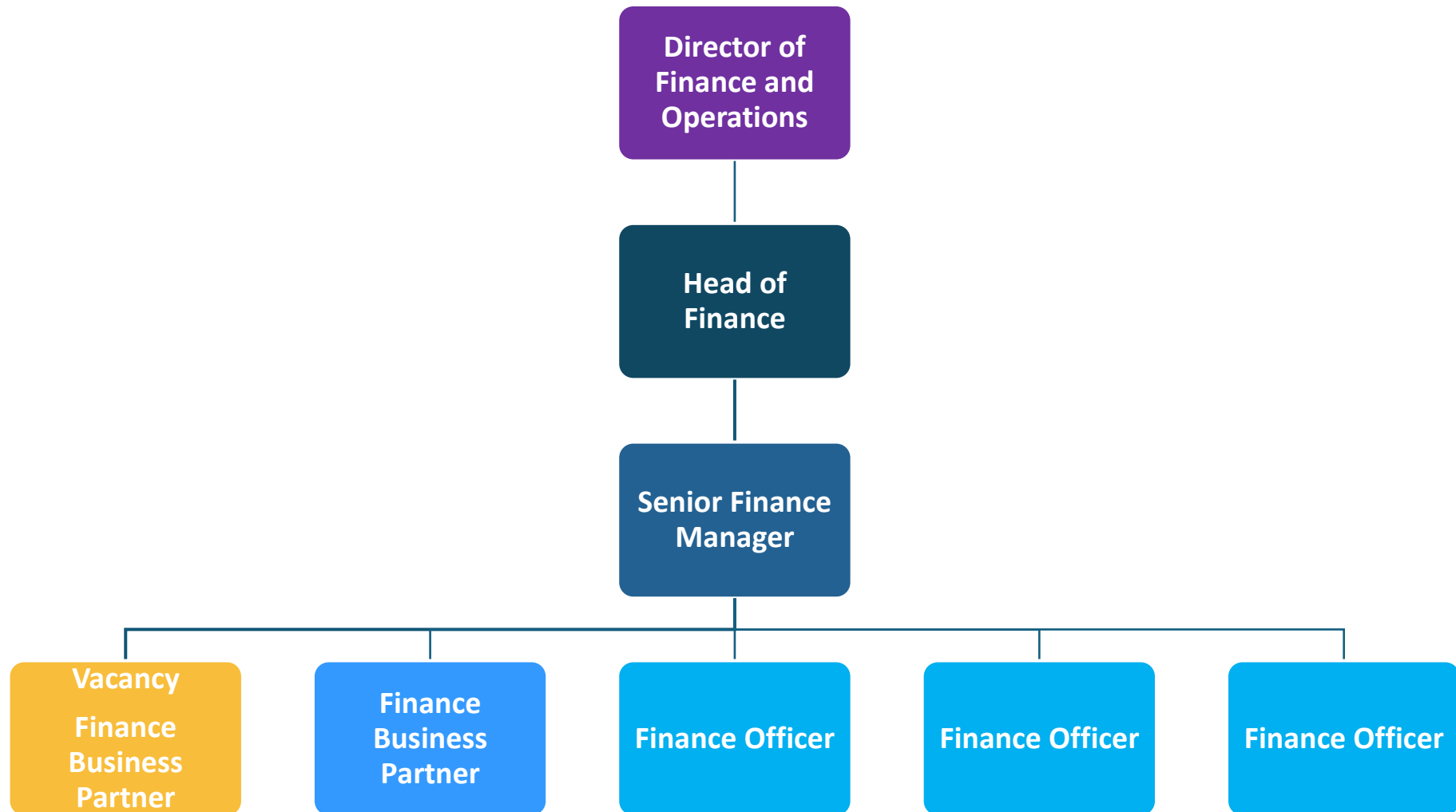
“It's exciting to be part of an organisation that is growing so rapidly.”

“Knowing that what we do really does make a difference to the lives of the young people who depend on Mary's Meals.”

“I love the flexibility offered and how I can be at home for school runs and for anything urgent - I love the respect shown to family life.”

Reports to:	Senior Finance Manager
Location:	Home working from anywhere in the UK
Salary:	£36,674 (pro rata) per annum, plus London weighting where applicable
Key relationships:	<ul style="list-style-type: none">• Senior Finance Manager• Supporters• Donors• MMUK staff and managers





Role overview:

To 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.

Principal duties:

- 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:

- 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:

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





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 **or** 2-3 minute video to: Jobs@marysmeals.org

Your covering letter **or** video 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. Your letter 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

Interviews will be arranged on an ongoing basis.

We reserve the right to close this vacancy at any point, 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.



“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