

mary's meals

a simple solution to world hunger

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We're an Age-friendly Employer

WE SHOW THE SALARY EMPLOYER

happy to talk flexible working

Recruitment pack for: Finance Officer

Remote working from anywhere in the UK

Mary's Meals UK
November 2026

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Recruitment Pack Contents



Welcome from our Executive Director 3

Role outline and Specification 5

Our vision, mission and values 10

About the Mary's Meals movement 12

About Mary's Meals UK 14

Recruitment process information 16

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 Officer 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 three 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.

Welcome from our Executive Director

With more than 78 million children of primary school age out of school around the world, our work has never been more important.

The Finance Officer ensures that income and expenditure are recorded in the accounting system in an accurate and timely manner, ensuring that expenditure is appropriately authorised, and that payments are accurately and efficiently processed. The Finance Officer also ensures that information is accurately processed onto our database.

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.





Marie Doyle
Executive Director, Mary's Meals UK

Finance Officer

Reports to:	Senior Finance Manager
Location:	Home working from anywhere in the UK
Salary:	c. £31,076 - £35,974 per annum FTE, plus London Weighting if applicable
Benefits:	• 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



Role Overview

Role Overview:

The Finance Officer works with the finance team providing day to day financial accounting for the Charity, ensuring accurate, timely and efficient delivery of the services for the Charity.



Principal Duties:

- To accurately transact E2F aggregate income into Sage 200 accounting system and perform the bank reconciliation including month end breakdown of outstanding lodgements.
- To engage with the CRM team to ensure resolution of any issues affecting the Finance process.
- To prepare and reconcile the monthly SF/Sage reconciliation and donor report.
- Review and verify the monthly Gift Aid audit.
- To analyse the VAT income postings in preparation for the Quarterly VAT return.
- To prepare the cash balances template for the monthly MMI programme transfer when required.
- To prepare the weekly financial update and in month income forecast. Reconcile cash receipts to monthly income.

Duties And Responsibilities

- To prepare the monthly income and regional reporting packs.
- Administer the PO process and transact purchase invoices and expenses to sage accurately and on time.
- To manage the weekly payment run.
- Manage the Finance mailbox for all items other than Credit Card/Staff Expenses
- To be responsible for reconciling accrued income and expenditure balance sheet accounts.
- Run and review the Aged Creditors report on a weekly basis annotating at month end and reconciling to the trial balance.
- Transact monthly Salary & Pension journals
- To maintain the prior year accrued income cash received schedule.
- To manage the commercial partnership income process.
- To manage event invoicing processes.
- To maintain restriction backup information.
- Cross coverage with Finance Officer 1 (FO1) when required.
- To prepare information for the year end audit.
- To support the wider finance team in any finance related matters.
- To deal with a range of finance related queries, both internal and external as they arise.
- To contribute to team meetings and organisational priorities.
- To abide by organisational policies and practices, and the Charity's values.

Essential Qualifications, Experience And Skills

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Essential Criteria:

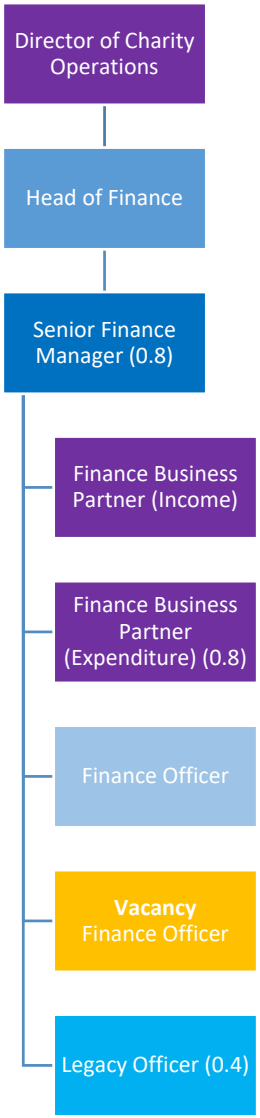
- Educated to HND level or equivalent professional experience.
- Experience of using SAGE finance system.
- Numeracy skills and an ability to understand, analyse and manipulate complex information and data.
- Experience and familiarity of Microsoft Word, Excel, Outlook and PowerPoint.
- Excellent communication skills.
- Able to work independently and proactively, with the ability to consult wherever necessary.
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- Able to use initiative to identify improvements to systems and procedures within own level of authority.
- 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 handling a wide range of enquiries and an excellent telephone manner.

Desirable criteria:

- Experience of working in a charity.
- Experience using and maintaining databases.
- Experience of using Salesforce CRM system.
- Accountancy qualification or actively working toward a qualification.



Team structure



Our Vision And Mission

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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.

Our Values



- **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

About The Mary's Meals Movement

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 three 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.

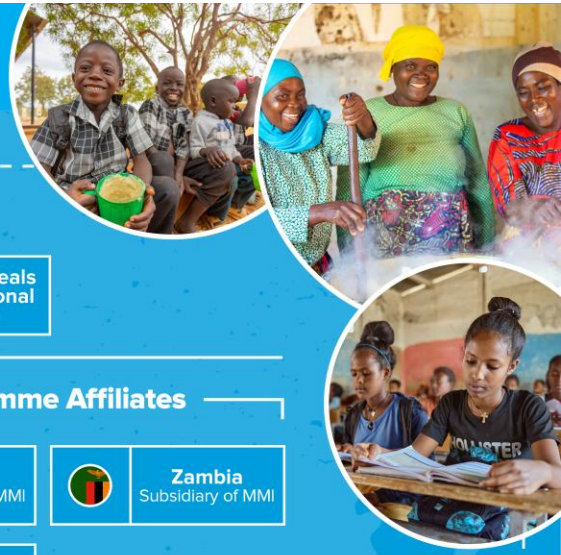
Having been inspired, in part, by our founder's Catholic faith, this work is named in honour of Mary, the mother of Jesus, who brought up her own child in poverty. We consist of, respect and reach out to people of all faiths and none.

Counting on support from around the globe, Mary's Meals has registered national affiliate organisations, which raise awareness of our work 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 Family

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The global Mary's Meals family



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

- Malawi — Subsidiary of MMI
- Zambia — Subsidiary of MMI
- Liberia — Branch 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, Tafika
- Mozambique — Mozambique School Lunch Initiative
- South Sudan — Mary Help Association
- Syria — Dorcas
- Yemen — Yemen Aid
- Zimbabwe — Mavambo Orphan Care, ORAP

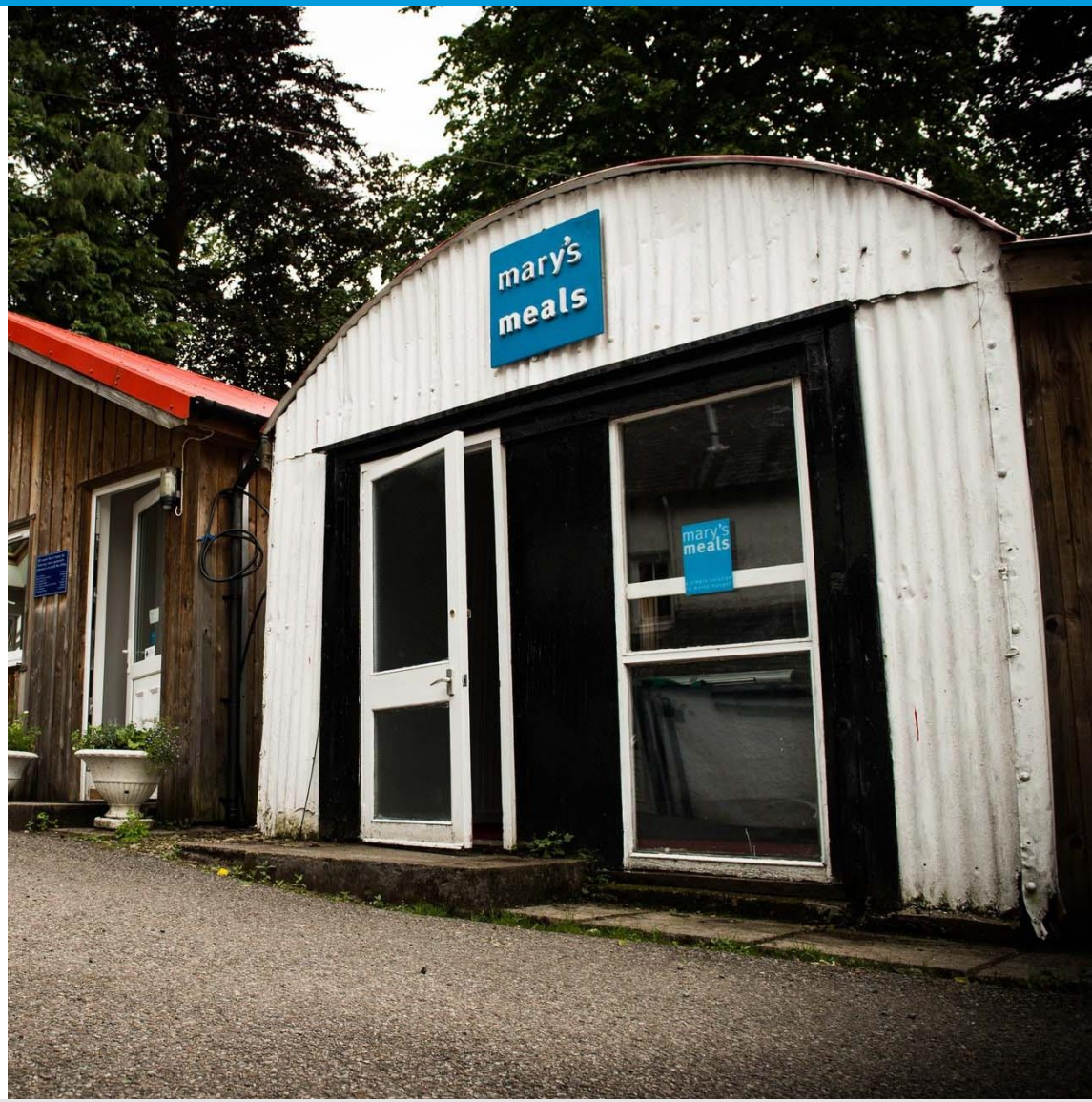
About Mary's Meals UK

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 UK to this day.



Mary's Meals UK Competencies

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

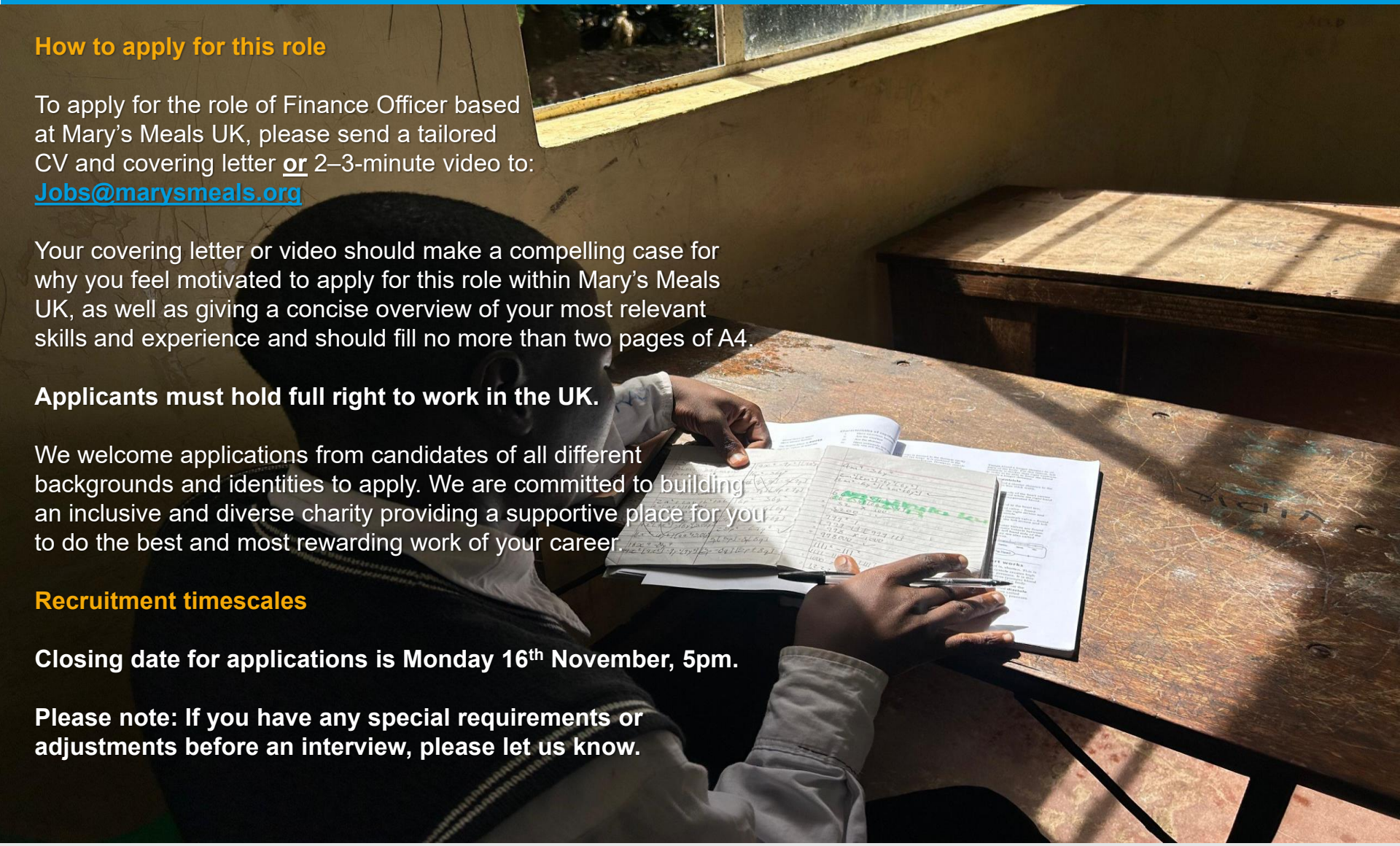
6. Strengthen

- 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

Recruitment Process Information



How to apply for this role

To apply for the role of Finance Officer 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 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

Closing date for applications is Monday 16th November, 5pm.

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

Mary's Meals UK
Charity No. SC022140
Company No. SC265941
Tel: 0141 336 7094

Dalmally office
Craig Lodge
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

Derry/Londonderry office
North West Business
Complex
Skeoge Industrial Park
Derry/Londonderry
BT48 8SE

