

Newcastle Foodbank

Candidate Brief

- Part time Finance Manager
- 16 hours per week
- circa £32,047 pro rata
- Flexible working considered



A Letter from the Chairman of the Board of Trustees

Dear Applicant,

Thank you for your interest in becoming a Finance Manager at Newcastle Foodbank and for considering how your skills, experience, and commitment could help support some of the most vulnerable people in our city.

Newcastle Foodbank is a charity rooted in compassion, dignity, and community. Since our establishment in 2013, we have grown from serving communities in Newcastle's west end to operating food distribution centres across the city. While our work has expanded significantly, our purpose remains unchanged: to provide practical support to people facing hardship and to work towards addressing the underlying causes of poverty and food insecurity.

Today, we are supported by a dedicated team of staff and an exceptional network of volunteers who deliver food distribution, welfare support, and advocacy services across Newcastle. Together, they ensure that people who turn to us for help are met with understanding, respect, and practical assistance during times of crisis.

We work closely with community organisations, local agencies, statutory partners, and supporters and the Trussell network, who share our vision of a city where no one is forced to go without the essentials.

In recent years, the cost of living crisis has increased demand for our services and highlighted the challenges facing many households. In response, we have continued to develop our services so that we can offer more than emergency food provision, helping individuals and families address the wider issues that contribute to financial hardship.

While the role of Finance Manager carries significant responsibility, it is also immensely rewarding, providing an opportunity to make a meaningful difference to the lives of people across Newcastle.

We are currently seeking to appoint a Finance Manager. We are looking for an individual with the professional expertise and sound judgement required to help oversee the charity's financial management and budgetary control to achieve our strategic objectives over the coming years. You will be joining a committed and supportive team that is actively engaged in shaping the charity's future and working collaboratively to achieve positive outcomes for those we serve.

We are committed to building a team that reflects the diversity of our community and welcome applications from people of all backgrounds.

If you share our values and believe your knowledge, skills, and experience can contribute to the continued development of Newcastle Foodbank, I encourage you to apply.

Thank you once again for your interest in Newcastle Foodbank. I look forward to hearing from you.

Yours faithfully,

Alison Walton
Chairperson
Newcastle Foodbank



About us

Newcastle Foodbank was established in 2013 to help people in Newcastle's west end to cope with hunger in the face of austerity. Today it is a lifeline and a sanctuary from worry for thousands of people across the city experiencing crisis. A place where help comes with a cup of tea, a warm smile and a listening ear.

The Foodbank is also known for the kindness of its people – not least the compassion of its volunteers and staff and the generosity of the public who support their community. It is shown in the civic pride shown by Newcastle United fans who donate money and food outside St James' Park every match day in support of our work in the city.

At its simplest, Newcastle Foodbank is a community that stands with its neighbours. The parent who skips meals to feed their children, or the person in crisis who shows the courage to ask for help. It is an expression of the values long held by the people of a proud city – including compassion, solidarity and social justice.

Every year we support thousands of people in Newcastle with emergency food parcels to make sure they can feed themselves and their families, as well as offer affordable food through our Community Pantries. Through our 'Pathways out of Hunger' welfare programme, we also work to ensure people are receiving all the support to which they are entitled, while working with partners to make sure people can access a wide range of services that will help them build resilience and stay out of poverty.

In the 13 years since Newcastle Foodbank was established, we have adapted and innovated in response to austerity, the Covid-19 pandemic and the continuing cost of living crisis. Yet while times have changed, many of the same challenges persist. We know that hunger in our city is not a short-term emergency that can be fixed with temporary relief, but the result of a chronic crisis of low incomes and deepening poverty, often underpinned by ill health, social isolation and disempowerment.

Recognising this, we have long embraced the need to be 'more than a foodbank', working with others and establishing innovative projects to provide holistic support. In our new strategy we aim to go further still. We will focus our energies even more on reducing the need for foodbanks in our city, while supporting people to pursue healthy lives, strengthen social connections and live with dignity.

Our Mission

To help people in Newcastle experiencing food poverty by providing food parcels and food services, as well as offering other care and support, to enable them to live life with a full diet and free from hunger.



Facts

Food distribution activities

The number of distribution centres (7) remained unchanged during the year. In addition, the Charity continued to provide regular food donations to Newcastle Central Mosque, enabling the Mosque to sustain its food service for the local community.

At 31st March, 21,000 food vouchers were fulfilled, supporting 3,920 individual households which contained 9,014 people who were beneficiaries, representing 5,859 adults and 3,155 children. Most households, 75%, made five or fewer visits for vouchers and food. The other 25% of vouchers and food supported more complex households who were frequent visitors to the Foodbank on multiple occasions during the year.

It took 255 tonnes of food to fulfil the food parcels issued at our distribution centres. Much of this food, 125 tonnes, was received in donations from members of the public, churches, schools, the business community and supermarkets. The Charity is grateful for the food donations received as they are a vital resource which enables the Foodbank to fulfil its objectives and activities. However, rising living costs means fewer people can afford to donate, leading to shortages in the supplies that the Charity needs to meet the demands for its services. As a result, a further 121 tonnes of food was purchased from suppliers by the Charity at a cost of £170k. In total, the Foodbank issued food with a combined worth of £317k in this period.

During this year, the Charity's Community Pantry hosted some 6,200 member visits in three locations across Newcastle.



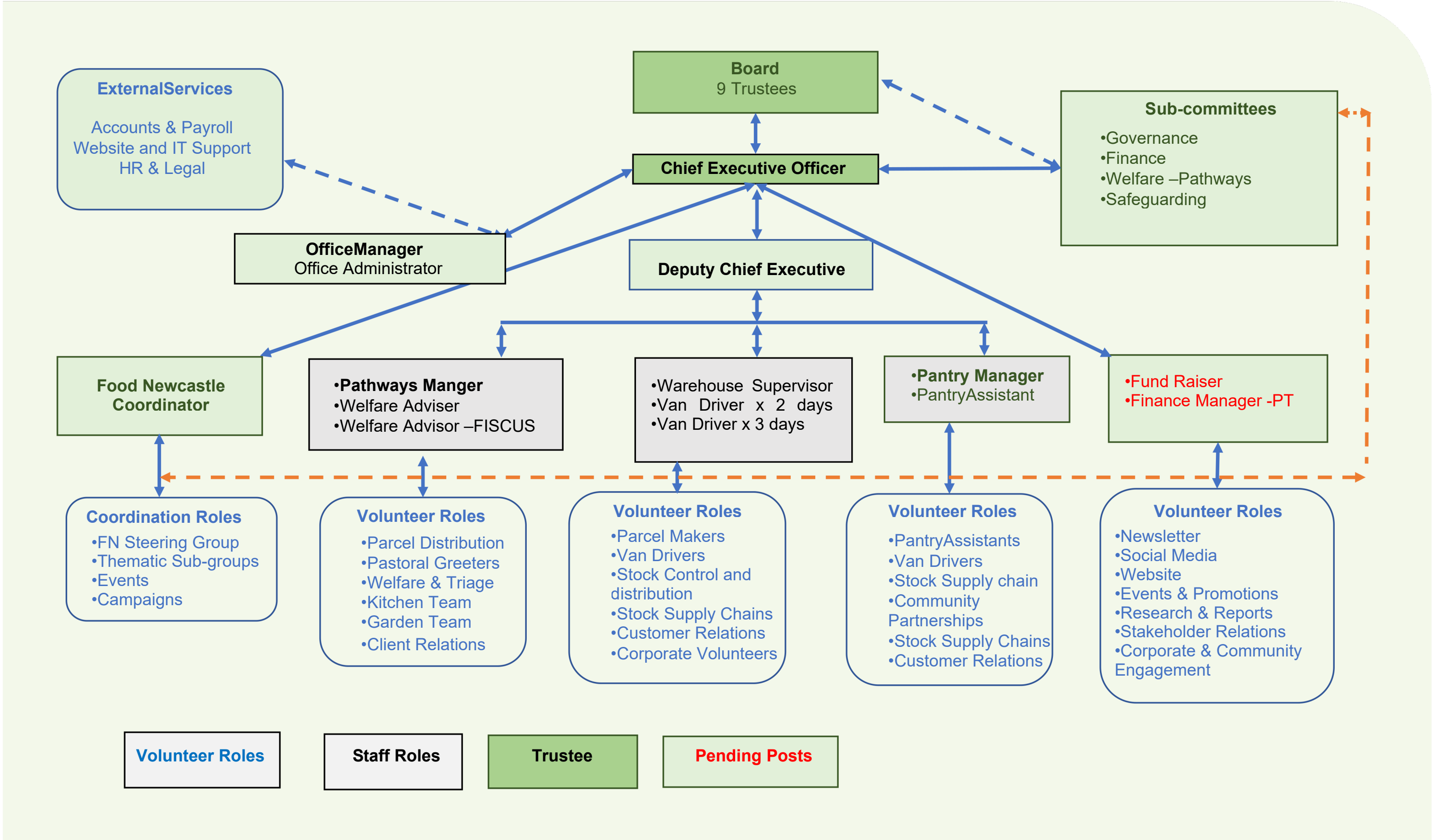
Welfare support

The Charity's welfare project, Pathways Out of Hunger, provides a triage service that is delivered in partnership with other agencies and is designed to offer people tailored assistance and guidance on money matters. The project aims to ease financial hardship and in doing so reduce the need for someone to visit a foodbank. It does this by supporting the client in identifying and addressing the underlying causes of financial insecurity, where practicable.

In this period, 2,500 individual clients were helped by Pathways. Each person often presents with one or more cases or enquiries to be addressed. The number of cases and enquiries handled was 7,600 relating to multiple issues that individuals reported as adversely affecting their lives. Pathways is an integral part of the Newcastle Foodbank services and is there to help people address a variety of issues, with lowincome reported as the most common reason for seeking assistance.

The Pathways project generated verified financial gains in the year of £684k for clients. These outcomes provide people with additional income for essential living costs and lessen their dependency on food bank assistance.

Organisational chart - July 2026



Finance Manager role description

The Finance Manager will be accountable for the day-to-day implementation of Newcastle Foodbank’s financial and management accounting practices, ensuring that financial systems, controls and reporting are accurate, accountable, compliant and aligned with the Charity’s strategic objectives. Reporting to the Chief Executive and Treasurer, the Finance Manager will be principally responsible for the maintenance of the Charity’s online accounting software and for the provision to external accountants of the data and information necessary for the preparation of periodic management accounts. The Finance Manager will be responsible for the preparation of draft Annual Budgets under the direction of the Chief Executive and Treasurer and for the monitoring of actual performance against those Budgets. The Finance Manager will be responsible for drafting financial reports for the Chief Executive and Treasurer for them to present to Trustees. The Finance Manager will be responsible for the maintenance of the Charity’s bank accounts and for the processing of transactions. The Finance Manager will act as a key contact for external bodies including external accountants, auditors, banks, insurers, HMRC, the Charity Commission and pension providers.

The ideal candidate will bring strong Charity finance experience, knowledge of Charity SORP and regulatory compliance, sound budgeting and financial planning skills, strong IT and Excel capability, attention to detail, and a commitment to Newcastle Foodbank’s mission. The postholder is expected to attend staff meetings, Finance Committee and Trustee meetings and other ad-hoc meetings when required or at the direction of the Chief Executive or Treasurer.

Key Responsibilities

- ▶ The maintenance of the Charity’s online accounting software
- ▶ Provision to external accountants of the data and information necessary for the preparation of periodic management accounts
- ▶ Provision of accurate reports to Board and senior managers
- ▶ The management of Charity bank accounts and transactions
- ▶ Payroll and Pensions overview and control
- ▶ Budget Process Management
- ▶ Statutory Reporting and Charity compliance
- ▶ Account Management including the preparation of cash flow forecasts
- ▶ Insurance renewals
- ▶ Governance support to Finance Committee and Trustees
- ▶ Supporting the Chief Executive with financial matters, as required
- ▶ Keeping abreast of changes in Charity sector accounting

Core External Relationships

- ▶ Accountants responsible for preparation of Management Accounts
- ▶ All Banks
- ▶ Payroll Provider
- ▶ NEST Pensions
- ▶ Charity Auditors
- ▶ HMRC
- ▶ Charity Commission
- ▶ IT Contractor
- ▶ Insurers



Person Specification

- ▶ Committed to reflection and learning, including sharing failures and uncertainties; openly taking feedback from the team and members of the community on their behaviour and work
- ▶ Willing to bring ideas for improvements
- ▶ Open and honest in all communications where relevant and appropriate
- ▶ Aware of their own needs: the Charity sector can be challenging
- ▶ Resilient when working under pressure
- ▶ Willing to both give and take constructive feedback
- ▶ Motivated to alleviate poverty in Newcastle upon Tyne

Essential skills

- ▶ Minimum part qualified accountant or qualified by experience with strong financial management experience, with an ability to understand the practical impact of finance decisions and processes across the whole Charity.
- ▶ Ability to work with the other managers to lead the formulation of long-term financial plans and strategies which will influence the long-term direction of the Charity
- ▶ Experience in budgeting and financial planning
- ▶ Experience in management accounting
- ▶ Ability to receive, process and provide complex or sensitive financial information including the ability to analyse and clearly communicate financial information to non-accountants
- ▶ Strong IT skills including the Microsoft Office Suite, in particular Excel, and experience of using databases
- ▶ Solid organisational skills including consistency, accuracy, and an eye for detail
- ▶ Experience of line management and supporting developing staff
- ▶ Knowledge and understanding of Equity, Diversity & Inclusion practices

Desirable

- ▶ Specialist knowledge of Charities required, including Charity SORP guidance and procedures, underpinned by strong theoretical knowledge and practical experience
- ▶ Experience in using Xero accounting software or transferrable knowledge of similar online accounting packages

Note

- ▶ The above duties are not an exhaustive list and in consultation with the appointee, variations to the role may be made to reflect or anticipate changes in or to the job role. As with all management positions, there are also specific responsibilities and delegated powers in relation to leadership, financial and operational matter, regulatory compliance and information security. These are not all listed here and will change over time as the organisation continues to grow and develop.



Join Us

Newcastle Foodbank is committed to the promotion of social justice and the belief that everyone has the right to food for themselves and their families. We are here to serve people living in hardship and offer them support and choices in their time of need.

Our Charity works with thousands of people living in communities located throughout the city to promote food security and provide welfare guidance. If you feel your expertise will contributed to our objectives, we would like to hear from you.

How to apply

Thank you for your interest in this role to help us alleviate poverty and promote food security to end the need for Foodbanks and the ambition to make a positive difference to people's lives.

Please complete and send the application [Finance Manager NFB Application Form.docx](#) and EDI form [EDI Monitoring Form.docx](#) to john@newcastlefoodbank.org before 5pm on 8th September 2026. You will then be contacted within five working days if invited for interview which will take place on 24th September 2026. We look forward to receiving your application.

Please contact John if you have any questions relating to this post.

Newcastle Foodbank is committed to providing reasonable adjustments throughout the recruitment process and employment. If you require any adjustments to be made to enable you to apply or attend an interview, please contact john@newcastlefoodbank.org.

We welcome applications from all backgrounds, and our Charity is a Real Living Wage employer and a Foodbank of Sanctuary.

Key dates for interview

- Closing date for applications is 8th September 2026 at 5pm
- Interviews will take place on 24th September



