Head of Finance and Operations

Recruiter: Food Network for Ethical Trade (FNET)

Location: Remote working with a requirement to travel for in-person meetings (approximately 1 per month)

Employed: Part-time, 2.5-3 days per week

Function: Head of Finance and Operations

Industry: Non-profit, Membership Organisation, Food processing, manufacturing and production

FNET is committed to equality, diversity and inclusion and welcomes applications from all individuals regardless of personal characteristics or background.

Mission: The Food Network for Ethical Trade (FNET) is a collaborative network of supply chain partners established in 2017 which aims to use the collective leverage of suppliers and retailers to bring about positive change in working conditions in global food, beverage and horticulture supply chains. We do this by providing guidance, resources, training and opportunities for collaboration.

Position:

This part-time role provides senior leadership across finance, operations and organisational effectiveness for FNET. Reporting to the Executive Director and working closely with the Board, Finance Independent Non-Executive Director, external accountants and colleagues across the organisation, the Head of Finance and Operations will play a critical role in ensuring FNET has robust financial management, efficient operational systems and the organisational infrastructure needed to support sustainable growth and impact.

This is a unique opportunity for someone who enjoys combining the tactical (rolling up your sleeves and ensuring day-to-day finance and operations runs smoothly) and the strategic (leading our budgeting, forecasting and reporting, and providing financial leadership to the exec team). The successful candidate will own our financial processes end-to-end and be equally comfortable forecasting financial scenarios for Board discussion, improving internal processes, strengthening governance and rolling up their sleeves to keep our books and records up to date or to follow up on an unpaid invoice.

As a member of the senior leadership team, the Head of Finance and Operations will act as a trusted adviser, bringing constructive challenge, commercial insight and operational expertise to support informed decision-making and long-term organisational sustainability.

Salary and Benefits will be competitive, including a pension with 5% contribution from FNET, 25 days holiday + your birthday + UK Bank Holidays. Our culture is collaborative, creative and fun with lots of opportunities to build your network and knowledge on a host of issues to do with food and human rights.

Salary in the range of £60-69K (pro-rata).

Individual Responsibilities

1.Financial management and reporting: *Manage FNET's finance systems, accounts and payments, ensuring strong financial control and timely reporting.*

- Prepare, issue and track invoices, including renewals, project-related invoices and payments from members and other clients.
- Capture, process and pay purchase invoices in line with FNET's financial control and authorisation policies.
- Maintain accurate bookkeeping records and prepare management accounts, forecasts and financial reports.
- Support FNET team with grants, including coordination of information for grant applications, budget and reporting requirements. Represent FNET in meetings with potential and current grant funding organisations.

2. Oversight, controls and compliance: *Ensure FNET has proportionate and reliable financial controls, reporting and compliance.*

- Oversee financial controls, statutory reporting and tax compliance, working closely with external accountants, Finance INED and Executive Director.
- Review management accounts, cash flow and financial performance, identifying issues, risks and actions as needed. Support the development and maintenance of proportionate financial policies, procedures and delegated authorities.
- Ensure finance-related governance and reporting requirements are met in a timely and accurate way, working with relevant colleagues and advisers.

3. Risk, systems and continuous improvement: *Strengthen financial and organisational resilience through effective risk management, systems and practical improvements.*

- Provide oversight of financial risks, contribute to wider organisational risk management and manage the FNET Risk register, working closely with Executive Director and Board.
- Improve financial systems, reporting processes and the quality of management information available to the Executive Director and the Board.
- Identify and deliver practical opportunities to streamline processes, reduce operational burden and strengthen organisational effectiveness.
- Support improved data management, analytics and insight, working with colleagues where relevant.

4. Strategic financial leadership: *Provide senior financial leadership to support sound decision-making and long-term sustainability.*

- Lead financial planning, budgeting and forecasting processes, ensuring they support organisational priorities.
- Provide financial insight to support decisions on growth, staffing, projects, partnerships and funding opportunities.
- Support development of financial models and scenarios to inform strategic and commercial choices.

- Contribute to senior leadership discussions with a clear view of financial affordability, risk and long-term sustainability.

5. Operations, people and governance: *Provide leadership for FNET's operational infrastructure, people practices and governance administration.*

- Oversee core HR processes, including recruitment, onboarding, performance review processes, policy implementation and employee lifecycle administration. Support FNET Team training and development to address skills gaps and help create a positive working environment.
- Ensure appropriate systems, policies, procedures and controls are in place to support organisational effectiveness while remaining proportionate to FNET's size and stage of development.
- Maintain oversight of business continuity and information management processes.
- Act as Company Secretary where required, supporting governance processes, Board administration and statutory compliance. Manage AGM at FNET All members meeting.
- Foster a culture of accountability, collaboration and continuous improvement across the organisation.

Person specification

Criteria	Essential	Desirable
Knowledge	Strong knowledge of financial management, budgeting, forecasting, reporting, cash flow management, financial controls and risk management.	Qualified accountant (ACA, ACCA, CIMA) or, if not fully accountancy qualified, an appropriate bookkeeping qualification. Working knowledge of employment practices, HR management and organisational development. Knowledge of grant-funded programmes and related reporting requirements.
Experience	Strong professional financial background, ideally as a qualified accountant (ACCA, CIMA, ACCA). Significant equivalent experience in SME businesses, not-for-profit organisations in senior finance roles. Experience of Xero accounting software. Experience overseeing organisational operations, including HR processes, governance administration, IT systems (including Microsoft	Experience acting as Company Secretary or supporting Board governance processes, including meetings, papers and statutory administration. Experience maintaining or contributing to organisational risk registers. Experience in a membership organisation, charity, network organisation or purpose-led business.

	SharePoint), risk management and business administration. Experience developing systems, processes and management information that support organisational growth and informed decision-making.	
Skills	Strong financial analysis and judgement. Ability to communicate complex financial issues clearly and confidently to a range of audiences. Confidence balancing strategic thinking with practical delivery. Strong attention to detail, integrity and professional judgement. Comfortable working autonomously, while knowing when to collaborate, seek advice and make decisions independently to deliver high-quality outcomes. A positive team player who builds strong relationships and contributes effectively to a collaborative working environment. Comfortable engaging with FNET members and facilitating meetings.	Experience developing financial models for growth, projects or commercial opportunities; confidence building finance capability in a small team.

Benefits of taking on this role:

- **Strategic influence:** an opportunity to help shape the financial sustainability and strategic direction of a values-led organisation.
- **Meaningful impact:** the chance to bring senior financial expertise into an organisation working to improve human rights outcomes in global food supply chains.
- **Flexibility:** a part-time role designed to provide senior input in a focused and proportionate way.

Diversity, Equity and Inclusion

FNET believes that our mission will be more powerfully achieved with justice and equity embedded in our daily work. We are keen to increase our diversity across the team and Board, and welcome applications from historically under-represented groups and people who identify as having protected characteristics. Please indicate any areas of support you might require in the application process, and we will make necessary adjustments to make the recruitment process equally accessible to everyone.

Application process
Interested parties should share a covering letter and CV by the 30th March 2026 with admin@foodnetworkforethicaltrade.com.

We are not offering visa sponsorship for this role. Applicants must have the legal right to live and work in the UK and must be a resident or able to relocate prior to the role starting.