



## FINANCE MANAGER JOB SPECIFICATION

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We're looking for a **Finance Manager** to join our small, mission-driven team in central London.

- **Location:** Chancery Lane, London (Hybrid working possible)
- **Salary:** Up to £59,000 per annum, depending on experience
- **Hours:** Full-time, 35 hours per week, Monday–Friday, 9am–5pm with 1-hour lunch break. Flexible working possible.
- **Start Date:** As soon as possible
- **Holiday:** 25 days annual leave + bank holidays
- **Contract:** Permanent (subject to a 6-month probationary period)

### About Zaytoun

Established in 2004, Zaytoun is a purpose-led company and the UK's leading brand of ethically sourced Palestinian products.

Our mission is to support the resilience of Palestinian communities through fair trade.

We work with Palestinian suppliers to bring a range of high-quality products to the UK and Irish markets – from the world's first Fairtrade olive oil to Medjoul dates, maftoul, freekeh, almonds, za'atar, as well as a recently launched skincare line including the iconic Nablus soap.

The company has grown steadily over the years and closed 2024 with a turnover of over £3 million. Our small team of 6 staff members works closely together on a collaborative basis and the company is governed by a board made up of two executive and 6 non-executive directors.

### The Role

This presents an exciting opportunity for an experienced Finance Manager to join our team to oversee the financial health of a growing ethical business.

Reporting to the Managing Director, the post holder will lead on all aspects of financial management and reporting, ensuring the company's long-term financial stability and profitability. As is typical in a small organisation, the role is broad – acting as a business advisor to the Managing Director, to managing essential day-to-day Finance operations and ensuring compliance

The role is likely to suit someone currently working in a similar finance position within the UK, ideally with experience in food, drink or consumer goods.

The Finance Manager is supported by a Management Accountant and works closely with the Managing Director and the wider team to ensure financial governance, commercial rigour, and the delivery of Zaytoun's growth strategy.

### **Responsibilities**

- Provide strategic guidance to ensure the company's long-term financial stability
- Ensure the company meets its financial commitments and goals
- Provide financial sense-check and governance of the long-term growth strategy, annual budget objectives and targets
- Manage the preparation of budgets, sales reports and forecasts
- Prepare quarterly management accounts and briefing to the board
- Manage the production of the annual accounts and filing with Companies House
- Provide guidance for setting margins and pricing
- Manage the foreign exchange hedging strategy to mitigate FX risk.
- Ensure appropriate and robust internal controls are in place across Zaytoun
- Day-to-day management and supervision of the Management Accountant
- Keep abreast of requirements and changes in financial/tax regulations and legislation.
- Periodically review IT systems alignment to business needs (desirable but not essential)

### **Experience & Qualifications**

- Several years' experience working as a Finance Manager in the UK, preferably in a consumer product environment
- Recognised senior accountancy qualification such as ACA, ACCA or CIMA
- Excellent communication and interpersonal skills
- Commercial acumen especially in an SME environment
- Familiarity with Xero (accounting), Unleashed (inventory management) or similar systems
- Supervision experience (including ability to cover for junior staff during "peak" & holiday)
- Adaptability, flexibility and willingness to take on a variety of tasks ranging from the basic day-to-day to the more strategic.
- Experience in the B2B or B2C food/drink consumer products sector (desirable)
- Interest in Palestine and fair trade
- Broad understanding of current affairs and impact on currency/foreign exchange.

### **To apply**

If you're excited about using your financial expertise to make a difference, we'd love to hear from you!

Please send a cover letter and CV to Manal Ramadan White at [manal@zaytoun.uk](mailto:manal@zaytoun.uk) by 9am on 12<sup>th</sup> May 2025.

**Applicants must be resident and eligible to work in the United Kingdom.**

Discover more about Zaytoun at [www.zaytoun.uk](http://www.zaytoun.uk)