

# Co-op Member: Finance + HR Teams



## About Leeds Bread Co-op

We're an independent social enterprise and worker co-op, specialising in slowly fermented, hand-crafted bread.

Leeds Bread Co-op was established in the summer of 2012 by 3 founder members, who were motivated to make great quality, delicious bread made with healthy, well sourced ingredients available to the people of Leeds, whilst creating an ethical and enjoyable workplace that provided good livelihoods to the workers.

As well as making excellent baked goods, we strive for a non-hierarchical workplace where empowerment of staff, care of the community and collective self-reliance are at the core of how we function.

Our aims as an enterprise are:

- To increase consumption, availability and knowledge of real bread.
- To provide an ethical and enjoyable livelihood and workplace to our employees.
- To be a community bakery grounded in our local Leeds community.

## About this role

As a core member of the Finance Team, you will share in the responsibility of overseeing our finances, with a particular focus on financial management, planning and staffing levels.

This is a crucial role within the team - but a rewarding one too. We're looking for someone who has experience of financial modelling, forecasting, and reporting, who is reliable and diligent, with excellent attention to detail. We need someone who is able to work with complex information and spreadsheets, and is confident in using of online accounts software (such as Quickbooks).

We are a small team and are looking for a new member who is conscientious and well-organised, able to use their initiative and manage their time well. We need someone who is able to work both independently and be a flexible, responsive and positive team member, and who is prepared to work hard within both our Finance team and other teams within Leeds Bread Co-op – and have fun along the way!

The role will also include membership of our HR team – at a minimum this would involve sharing oversight and coordination of staffing levels and allocation of working hours across the organisation, but depending on the candidate it could involve more hours in the HR team creating, improving and implementing our policies and procedures, and continuing to develop LBC as an ethical and enjoyable workplace.

You will join as a probationary member of Leeds Bread Co-op, working towards membership of the Co-op and participation in the overall management and administration of the co-op, as well as the work carried out by other teams within LBC.

# Job description

**Job title:** Co-op Member: Finance & HR Teams

**Salary:** £23,296 pro rata (based on 40 hours/week)

**Hours: Minimum 20 hours per week** (Finance: 15 hrs, HR: 3 hrs, Membership: 2 hrs)  
Maximum 28 hours per week depending on interest/suitability for additional teams  
(Finance: 15 hrs, HR: 9 hrs, Membership: 2 hrs, Markets/Shop / another team: 2 hrs)

**Duration:** Permanent

**Holiday entitlement:** 31 days (6.2 weeks) including bank holidays pro rata

**Pension:** 3% employer contribution

## Job purpose:

To work with the rest of the Finance and HR teams in upholding the duties and responsibilities as set out below, with a particular focus on financial management, planning and staffing levels.

## Team duties and responsibilities:

The information given on this job description is intended to provide an understanding and appreciation of the work of this particular role and its purpose within the organisation. The job description outlines main duties and responsibilities under broad headings only, as it is not possible to specify every item in detail.

The main duties of the Finance Team include, but are not limited to:

- Manage finance@ inbox including customer care and supplier liaison.
- Oversee and administer subscription payments and records.
- Bookkeeping & reconciliations of bank accounts including VAT coding.
- Bookkeeping, management & reconciliations of cash accounts including VAT coding.
- Manage bakery shop/retail and market income including Zettle and Stripe.
- Manage Accounts Receivable including late payers/bad debts, invoice imports from Cybake and Go Cardless payments.
- Manage Accounts Payable and outgoings including paying bills and overseeing cashflow.
- Maintain payroll accounts and records, including managing control accounts and reconciliations.
- Manage and administer HMRC accounts, payments, submissions and records (PAYE, VAT, CT), and oversee LCC business rates account.
- Ensure all income and expenditure is correctly allocated.
- Produce and present financial reports and analysis for review at Members Meetings and other LBC meetings as required.
- Cost up business activities and new proposals to assess their financial viability/profitability.
- Maintain records of all finances as per statutory requirements and back-ups to safeguard business.
- Maintain bank account signatories and controls.

- Oversee liabilities, assets and Balance Sheet, including any loans and repayments, business asset register and depreciation.
- Coordinate the preparation and submission of annual accounts and scheduling of AGM.
- Create and maintain financial forecasts including CoS, P&L and cashflow.
- Develop systems to enhance financial reporting, forecasting and understanding of profitability/breakeven points.
- Work with other teams to set income targets and develop income streams.
- Manage and run payroll and pensions.
- Work with the Site, Maintenance & Cleaning Team to coordinate business and motor insurance renewals and ensure appropriate cover.
- Coordinate and report on Team budgets.
- Support grant activity and oversee use of grant funds.

The main duties of the HR Team include, but are not limited to:

- Maintain oversight of business-wide staffing levels.
- Coordinate and administer recruitment of new employees and volunteers.
- Prepare and process employment contracts and any changes.
- Conduct new employee and volunteer induction.
- Coordinate Training Programmes of new employees.
- Maintain the Staff Handbook through developing, reviewing, and updating policies, processes and employee information.
- Research employee training and development opportunities
- Coordinate the system to monitor employee performance
- Maintain employee records
- Monitor and ensure renewal of mandatory training and records (First Aid, Health & Safety and Food Hygiene).
- Support and oversee scheduling and use of rota software for all teams.
- Process holiday requests and arrange appropriate cover.
- Process and monitor sick leave and maintain appropriate records.
- Process timesheets.
- Manage TOIL accruals.
- Arrange cards and gifts for employee birthdays/leavers/special occasions.
- Provide reasonable support to all employees.
- Coordinate any disciplinaries/grievances in accordance with LBC policy.
- Maintain confidentiality and ensure GDPR compliance in the way personal information is stored and used.
- Conduct exit reviews.
- Manage the personnel@ inbox.

## Co-op Membership

A co-operative is a group of people that gets together to organise collectively for mutual benefit. As a workers co-op, it's us, the workers, who are the members of the co-op and who control and run the organisation together.

You will join as a probationary member of Leeds Bread Co-op, working towards membership of the Co-op and participating in the work carried out by other teams within LBC.

We encourage multi-skilled working at Leeds Bread Co-op, and all our members are part of their primary team and at least one secondary team – for this role, the primary team is Finance and the secondary team is HR. Other teams at LBC are, of which there is opportunity to participate depending on interest, experience, staffing levels and business needs:

- Markets & Bakery Shop
- Baking
- Deliveries
- Marketing, Education & Community
- Site, Maintenance & Cleaning
- Operations & Sales
- Strategy & Steering

The duties within a Probationers/Members job description will apply and along with participation in the overall management and administration of the co-op. Attendance at Members' Meetings is expected and will count as paid work time. The following responsibilities also apply:

- To make active contributions to collective management functions and processes including Member Meetings and Team Meetings.
- To become part of a multi-task management team, working in a supportive and communicative manner.
- To undertake the core tasks upon which the operation of LBC depends: production, customer service, administration, cleaning, deliveries and markets.
- To deal with colleagues, volunteers and customers courteously and helpfully.
- To seek and undertake training and personal development in order to be a more effective member and collective manager.
- To seek and accept responsibility within the co-op.
- To promote worker self-management (and co-operative principles).
- To heed, read and listen to communications from other members.
- To work collectively for the good of the organisation and its employees.
- To heed, read, and abide by the rules and policies of Leeds Bread Co-op.
- Any other duties that are reasonable.