

Treasurer Role Description

Overview

The treasurer leads on the financial affairs of the food bank and ensures that they are conducted within the required legal and accounting practices. The treasurer also works in partnership with the chairperson and trustees to ensure the foodbank fulfils its purpose, meets the needs of the clients, is well managed, meets its charitable obligations, and remains financially viable.

Treasurer Responsibilities

- Ensure the trustee board fulfils its financial responsibilities.
- Ensure that the food bank has proper systems for budgeting, financial control, insurance, and reporting.
- Inform the trustee board members of the finances of the food bank by written report, at least on a quarterly basis ensuring that the board have a clear picture of the financial health of the food bank.
- Ensure that financial reports:
 - Are comprehensible and properly discussed at trustee board meetings.
 - Are provided in the proper format and at the proper time, as required by the relevant charity regulator body (Charity Commission of England & Wales, Charity Commission of Northern Island or OSCR etc).
 - Have properly appointed auditors or independent examiners (on income over £25k).
 - Are reported on an annual basis at annual general meetings (AGMs).

Other responsibilities, to be carried out along with the board of trustees, include:

- Developing a long-term strategy for the food bank with clear objectives which are monitored and adapted.
- Ensuring the food bank has appropriate procedures to comply with current legislation and good practice, including employment, health and safety, equal opportunities, safeguarding and GDPR compliance/data protection etc.
- Recruiting, managing, and supporting employees and volunteers.
- Ensuring the organisation's financial dealings are systematically accounted for and on time, independently examined (on income over £25k) and made publicly available when necessary.
- Ensuring the food bank is accountable and actively complying with statutory reporting requirements and the law.



- Ensuring appropriate financial plans are in place for future budget allocations as well as looking after contractual agreements with external partners that award money for core costs and additional projects.
- Promoting the organisation to a wide audience of potential funders, beneficiaries, and the wider community.

We're looking for someone who

- Is committed to the work of the Nantwich foodbank.
- Supports our values.
- Is a team player and sound decision maker.
- Has previous experience and skills in:
 - Financial accounting and reporting.
 - Communicating and presenting financial information.
 - Keeping financial records up to date (book-keeping).

Benefits of volunteering

- Using your existing skills to make a difference.
- Meeting new people who share your passion to eradicate poverty in the local community.
- Making a real difference to the running of the food bank and the lives of our clients.

Impact of your role

By leading on the financial matters of the food bank operation, you will ensure the financial viability of the foodbank, enabling it to provide vital support in your local community.

Support

A trustee induction will support you in this role, as well as access to local voluntary action trustee training.

Time commitment

Bi-monthly meetings in person (2-3 hours every other month) plus 2-3 hours a month carrying out any additional responsibilities including preparing financial reports and accounts.