

Braintree Area Foodbank Finance Trustee Job Description

Job title	Finance Trustee
Start date	As soon as possible
Hours	Workload increases with annual events such as financial year end reporting (specific breakdown can be provided of estimated time investment throughout the year). The annualised hours is circa 180.
Location	Home based with semi-regular visits to Braintree office & meetings within the Braintree district

About Braintree Area Foodbank

Braintree Area Foodbank started in 2012. We are a part of the Trussell Trust network of food banks and distribute food and other essentials to people in crisis food poverty. We operate over a wide area around Braintree, with distribution centres in Braintree itself, Great Notley, Sible Hedingham, Halstead and Witham, supported by home deliveries where required. We work with a wide range of frontline referral agencies, voluntary and statutory, which are issued with vouchers to enable them to refer clients to the foodbank, having assessed their needs. Clients then visit one of our centres where they are met with light refreshments and a listening ear. Additionally, in order to try to mitigate the underlying cause of the crisis, our centres have information on a wide range of organisations to which clients may be signposted by one our volunteers.

Overview of role

Duties of role/responsibilities
<ul style="list-style-type: none"> • Become a bank signatory, regularly accessing our finance system to authorise payments and monitor as required. • Review timesheets, run payroll including the maintenance of this system. Set up payments for travel and remuneration. This includes managing the Inland Revenue system and the pension scheme. • Monitor and manage our online finance management system, including updating our internal cash flow report. • Support available from volunteer Treasurer, which will include regular conversations about day to day finance related business.

- Download data from finance management system, including our external money donation website, identifying gift aid donors, keeping records up to date including the submission of gift aid claims.
- Regular correspondence with Charity Manager, other employees and external contacts.
- Provide supporting financial information for grant applications. Including monitoring and maintaining records for related expenditure for grants received for inclusion in donor reports.
- Review Charity savings including the investigation for new or renewable investments, with the completion of paperwork as necessary.
- Identify fixed asset expenditure, maintaining records and organise a fixed asset stock take at year end.
- Checking records for accuracy and completeness, in preparation for financial accounts at year end.
- Prepare and present the annual budget for the Board of Trustees agreement.
- Complete the SOFA, balance sheet and notes for inclusion in the TAR. This will include liaising with Trustees to support a Trustee commentary to sufficiently explain financial data.
- Obtaining the acceptance of the TAR from Trustees and organise and attend meetings with the Independent Examiner.
- Attend meetings as required which will include the reading of reports.

Person Specification

Education & Qualifications	Essential	Desirable
Good standard of education (e.g GCSE's, A-Level's, NVQ level 4 or equivalent)	Y	
Relevant professional qualification or experience	Y	

Work History	Essential	Desirable
Relevant employment/voluntary experience in a financial situation	Y	
Skills & Experience		
Experience of planning and monitoring budgets	Y	
Experience of preparing accrual accounting	Y	
Experience of payroll and pension schemes		Y
Experience of gift aid & GASDS		Y
Experience of preparing financial information for grants & subsequent monitoring & reporting		Y
Experience of preparing investment proposals and monitoring		Y
Microsoft Office skills including Excel	Y	
Using your own initiative to independently work	Y	
Experience of working with staff or other volunteers in a Charity		Y
Knowledge of the Trussell Trust		Y
Additional Requirements		
Willingness to work flexibly to meet timetables and Charity	Y	

needs including Trustee meetings at weekends		
Commitment to own professional development for Trustee purposes	Y	

Equal Opportunities

The Board of Braintree Area Foodbank Ltd believes that all people are created equal in sight of God and seeks to promote all the foodbanks activities in ways which recognize and encourage that principle.