Role: Treasurer

Where: East Yorkshire Foodbank

When: Six board meetings, AGM, ad hoc meetings and promotional events.

Time commitment: Approximately six hours per month

Overview of the role:
This role involves leading on the financial affairs of the foodbank and ensuring that they are conducted within the required legal, accounting and good practice conventions. It is also the responsibility of the treasurer to work in partnership with the chairperson and trustees to ensure the financial viability and development of the organisation.

Key tasks
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 each board meeting 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).

Objects of the food bank:
- To ensure the Trustee board develop a long-term strategy for the food bank with clear objectives which can be monitored and adapted.

Other responsibilities, along with the board of trustees, include:
- To work alongside the trustee board to ensure the organisation's financial dealings are systematically accounted for and on time, independently examined (on income over £25k) and made publicly available when necessary.
- Ensure your charity is accountable, actively complying with statutory accounting and reporting requirements and the law.

- To ensure 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.
- To help promote the organisation to a wider audience of potential funders and beneficiaries.
- To ensure the food bank has appropriate procedures to comply with current legislation and good practice; including employment, health and safety, equal opportunities, safeguarding & GDPR compliance/data protection etc.
- Act with reasonable care and skill, giving your time, thought and energy to your role.
- To serve as an ambassador of the food bank in the community.

About you

East Yorkshire Foodbank seeks an inspiring and visionary trustee who balances commercial acumen with an empathetic and collaborative approach. They will be passionate about the ethos of the food bank. Our ideal candidates would demonstrate:

- A knowledge of and commitment to the work of the East Yorkshire Foodbank.
- Passion for the food bank's ethos.
- Previous experience or an ability in:
    - financial accounting and reporting procedures.
    - communicating financial information to those who may have little or no financial background.
    - keeping all financial records up to date (book-keeping).
    - balancing commercial acumen with an empathetic and collaborative approach.

Benefits of volunteering
- Use your existing skills to make a difference.
- Meet new people who share your passion to eradicate poverty in the local community.
- Make a real difference to the running of the food bank.

Impact of your role

By leading on the financial matters of the food bank operation, you are part of providing a vital holistic support function in your local community, ensuring a dignified experience to anyone visiting or anyone who comes into contact with East Yorkshire Foodbank.

Support

A full trustee induction is in place to support the prospective candidate within their role, as well as access to local voluntary action trustee training.