

**Role:** Treasurer and Finance Lead Trustee

**Where:** Fallowfield and Withington Foodbank

**When:** Quarterly meetings – currently online.

**Time commitment:** variable – about 1 hr per week

### **Overview of the role:**

Fallowfield and Withington Foodbank are seeking someone with experience of working in a financial role to join the Board as a Trustee, who will be able to prepare accounts, advise on financial matters, ensure we meet our financial obligations and help us build a sound financial strategy as we move forward. As a Trustee you will share collective responsibility for the governance of Fallowfield and Withington Foodbank and all decisions made by the board, ensuring the organisation is well run, fulfils its mission, ensuring compliance with charity law and that the charity is open and accountable.

### **Responsibilities**

All trustees are responsible for setting the strategic direction for Fallowfield and Withington Foodbank, ensuring alignment to our values, defining goals, setting organisational policies, agreeing financial plans, evaluating the charity's performance and ensuring good relationships amongst the trustees and with the senior staff.

#### *All Trustees:*

- Ensure that the Foodbank has in place a clear strategy, plans, vision & values.
- Ensure that the charity is accountable, is actively complying with statutory reporting and accounting requirements and the law, and that financial dealings are systematically accounted for and on time, independently examined and made publicly available .
- Develop effective ways to communicate with staff, volunteers, beneficiaries, funders, partners and the wider public; encourage transparency and accountability.
- Help promote the Foodbank as widely as appropriate, including to audiences of potential funders and beneficiaries.
- Ensure appropriate financial plans and budgets are in place; monitor contractual agreements with external partners that award money for core costs and additional projects.
- Ensure the Foodbank has appropriate procedures to comply with current legislation and good practice; including employment, health and safety, equal opportunities, safeguarding, and data protection.
- Ensure an understanding of, and commitment to, the principles of equality, equity, diversity and inclusion.

#### *Specific to the Treasurer Trustee:*

- Oversee the financial affairs of the foodbank, ensuring that they are conducted with probity and transparency.
- Ensure the board receives sufficient information to carry out its financial responsibilities.

- Ensure that the charity has robust and effective financial controls.
- Ensure appropriate financial policies.
- Ensure an annual budget is provided for board approval.
- Prepare quarterly accounts for the board and annual accounts for the Charity Commission.
- Ensure that organisation risks are reviewed by the board annually.
- Be part of any sub-groups to the Board as appropriate

### **About you:**

We are looking someone who wants to help their local community and work towards the eradication of food poverty whilst supporting the food bank to continue to provide emergency food to people who find themselves in crisis. Our ideal candidate would demonstrate:

- Experience of working in a financial role. However, previous experience as a charity treasurer is not essential.
- A commitment to the work of Fallowfield and Withington Foodbank.
- Excellent communication skills.
- Willingness to actively participate in discussions concerning needs of the foodbank's beneficiaries, staff, and the trustee board.
- Willingness to act in the best interest of the charity.
- Sound, independent judgement, and the ability to think creatively.
- Working effectively as a team member and demonstrating a willingness to learn, develop and collaborate.

### **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.
- Access to ongoing training provided by the Trussell Trust.

### **Impact of your role:**

By supporting the governance of the food bank, you are part of a team providing a vital holistic support function in the local community, ensuring a dignified experience to anyone visiting or anyone who comes into contact with Fallowfield and Withington Foodbank.

### **Please note:**

- You must be 18 or over and must not be disqualified from acting as a trustee and declare any conflict of interest while carrying out the duties of a trustee.
- Trustees are appointed for a three-year term, which can be renewed for 2 further terms of 3 years each  
This is an unpaid position.