

Role: Treasurer Trustee

Where: Knottingley Foodbank

When: 6 Board meetings per year (in-person and remote tbc) plus ad hoc contact with the Chair/Trustees between meetings.

Time commitment: Approximately 2 hours per week

Overview of the role:

Knottingley Foodbank are seeking someone with experience of working in a financial role to join the Board as a Trustee, who will be able to 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 Knottingley 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 Knottingley 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.

Key tasks

All Trustees:

- Embrace the organisation's vision, mission and values.
- Ensure the charity complies with its governing document and charity law.
- Ensure focus on strategy, performance, risk and assurance rather than operational matters.
- Act with integrity, making objective decisions without undue influence by special or personal interests.
- Ensure openness and accountability, build public trust and confidence in the foodbank's work and legitimacy in representing beneficiaries and stakeholders.
- Uphold collective responsibility of the board.
- Commit sufficient time and energy to the role of trustee and make reasonable use of own skills and experience to support the work of the board and foodbank.
- Ensure the principles of equity, equality, diversity and inclusion are embedded in Knottingley Foodbank and help deliver public benefit.

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 are in place.
- Ensure an annual budget is provided for board approval.
- Be responsible for the foodbank's payroll.
- Review management and statutory accounts are produced on time.
- Ensure that organisation risks are reviewed by the board annually.

Trustees may also undertake additional work for the charity between meetings subject to their availability and skill set.

About you:

We are looking for people who want 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 candidates would demonstrate:

- Experience of working in a financial role such as a qualified & experienced accountant or banker. However, previous experience as a charity treasurer is not essential.
- Passion for our vision and goals.
- Independent judgement and ability to think strategically.
- Able to work effectively as part of a trustee team, contributing and considering others' views.
- Demonstrate the 7 Principles of Public Life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Able to commit the time and effort required.
- Bring relevant capabilities that help the board perform its role effectively and achieve Knottingley Foodbank's vision.
- Understanding and commitment to principles of equality, equity, diversity and inclusion.

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 your local community, ensuring a dignified experience for anyone visiting or anyone who comes into contact with Knottingley 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.

Please note:

- This is an unpaid voluntary position, but reasonable travel expenses are reimbursed.