

Finance Lead Trustee



Where: *Market Drayton Foodbank*

When: 4-6 meetings per year (1-2 hours each) plus interim follow-up actions as required.

Time commitment: In addition to the above, up to an estimated 4 hours per month between meetings which may vary depending on time of financial year.

Overview of the Trustee roles

Market Drayton Foodbank is committed to helping those facing food poverty, whilst also seeking to help our clients address some of its underlying causes. The Board of Trustees are looking for someone with accounting experience 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.

Key Tasks:

All Trustees

- 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 Foodbank 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 the role.
- To serve as an additional promoter of the Foodbank in the community.
- To work with and support the Foodbank Manager as required

Finance Lead

- 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 Financial Lead to work in partnership with the Chairperson, Foodbank Manager, Treasurer and other Trustees to ensure the financial viability and development of the organisation.

Key responsibilities:

- Ensure the Trustee board fulfils its financial responsibilities.

- Ensure that the Foodbank has proper systems for budgeting, financial control, insurance, and reporting.
- Work alongside the Market Drayton Foodbank Treasurer to inform the Trustee board members of the finances of the Foodbank by written report, at least on a quarterly basis ensuring that the board have a clear picture of the financial health of the Foodbank.
- 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).

About you

We are looking for a professional who wants to help their local community in working towards the eradication of food poverty whilst providing emergency food and signposting to people who find themselves in crisis. As a Trustee of Market Drayton Foodbank, you will have:

- A knowledge of and commitment to the work of Market Drayton Foodbank
- A commitment to the values and ethos of the Trussell Trust including the Together for Change initiative.
- A passion for working towards the end of the need for foodbanks.

In addition, you will have previous experience or a knowledge of:

- financial accounting and reporting procedures.
- communicating financial information to those who may have little or no financial background

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

As a member of the Trustee board, 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 Market Drayton 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.