



Role Description: Treasurer

A voluntary role responsible to the Trustees of Rochdale Foodbank

Overall responsibility:

- Leading on the financial affairs of the Foodbank; ensuring that they are conducted within the required legal, accounting and good practice conventions;
- To work in partnership with the Chair and Trustees to ensure the financial viability and development of the Foodbank.

Time commitment: approx. 10-12 hrs per month and report to and attendance¹ at Quarterly meetings of the Trustees.

Key tasks are to ensure that the Trustees:

- Fulfil their financial responsibilities;
- Have proper systems for budgeting, financial control, insurances, and reporting;
- Are informed by written report, at least on a quarterly basis; ensuring they have a clear picture of the financial health of the food bank;
- Develop a long-term strategy for the Foodbank with clear objectives, monitored and flexible
- Have reports in proper format, comprehensible and discussed properly at Trustee meetings including the AGM;
- Provide Annual Reports as required by the Charity Commission after proper independent examination²;

Other responsibilities - include working with Trustees to support appropriate:

- Financial plans for future budget allocations; looking after contractual agreements with external partners awarding money for core costs;
- Procedures to comply with current legislation and good practice; including employment, health and safety, equal opportunities, safeguarding, GDPR compliance/data protection;
- Promotion of the Foodbank to a wider audience of potential funders and beneficiaries; promote the Foodbank within the wider community;
- To act with reasonable care and skill, giving time, thought and energy to your role.

¹ And any extra-ordinary meetings of the Trustees.

² Undertaken currently through Wyatt, Morris, Golland Drake Street Rochdale.

Welcome Personal Skills and Attributes:

- To have a knowledge and understanding of the work of the Foodbank;
- To be respectful of the values the Foodbank was founded upon;
- To be enthusiastic about and involved with the operation;
- Previous experience and/or demonstrated ability in:
 - financial accounting and reporting procedures;
 - communicating financial information to those who may have little financial background;
 - keeping all financial records up to date (book-keeping).

By leading on the financial matters for the Foodbank, you are part of providing an important support responsibility in your local community; ensuring a dignified experience to our clients and all who come into contact with Rochdale Foodbank.

In volunteering you will be using your existing skills to make a difference; you will meet people who share your passion to eradicate poverty in the local community and you will make a real difference to the running of the Foodbank.

A full Trustee induction is in place to support a prospective candidate within their role, as well as access to local voluntary Trustee training through Action Together or the Trussell Trust.