

Role: Treasurer Trustee

Where: Manchester Central Foodbank (MCFB)

When: The finance committee and trustee board both meet every 4-6 weeks. Most of these meetings are online, with an occasional hybrid meeting.

Time commitment: Approximately 1-2 hours per meeting, plus time given to treasurer responsibilities.

Advert:

Manchester Central Foodbank (MCFB) is a Trussell Trust-affiliated food bank, with a centre in Central, North, and East Manchester. We were established in Ardwick in 2013 by students at the Manchester Universities' Catholic Chaplaincy, making us the first student-led foodbank in the country. Since then we have grown significantly, expanding into Harpurhey and Openshaw, but our goal to end the need for food banks in Manchester has never changed.

We are one of 6 Trussell Trust-affiliated food banks in Manchester, and one of 19 in Greater Manchester. We work closely with our colleagues across the city, to develop and work towards a strong network of support for people locked in poverty. We know that the problem of poverty cannot be solved by giving out food alone, so we work hard to give wrap-around support to our clients, and to campaign for real change in our community.

Overview of the role:

Manchester Central Foodbank are a small but rapidly-growing charity at a pivotal moment in our evolution, and we are looking for an exceptional person to take on the role of Treasurer Trustee.

We have recently established a finance committee, to ensure effective financial controls within our organisation. You will chair this committee of volunteers to support the foodbank in achieving its financial objectives. As the need for food banks has grown, Manchester Central Foodbank has committed to addressing the causes of food poverty, while continuing to deliver emergency food parcels. As part of this, Manchester Central Foodbank is involved in several projects, with various funding sources. This includes the Trussell Trust's national Pathfinder programme, with foodbanks involved developing and delivering their own plan for reducing the need for their services locally.

You will play a pivotal role in achieving our vision for the central Manchester area.

Key tasks

General financial oversight:

- Liaise with MCF Managers, external accountants and auditors about financial matters.
- Oversee and present budgets, accounts and financial statements to the Board.
- Ensure that robust and effective systems, policies and controls are in place for finance and investment.
- Ensure an effective system of delegation for finance is in place.
- Ensure that record-keeping and accounts meet the conditions of funders and statutory bodies

- Ensure compliance with relevant legislation.
- Ensure suitable financial roles are in place to fulfil our finance function.

Financial performance, reporting, planning & budgeting:

- Advise on the financial implications of strategic and operational plans.
- Oversee regular reports on the organisation's financial position
- Ensure effective monitoring and reporting.
- Liaise with designated staff for accounts preparation and audit, as required.
- Present accounts at the AGM.
- Advise on MCFs reserves policy and our investment policy.

Banking, book-keeping, record-keeping and payroll:

- Oversee bank account management and that appropriate systems for bookkeeping, payments, lodgements & petty cash are in place.
- Ensure everyone handling money keeps proper records and documentation
- Payment and recording of all supplier invoices
- Recording all income received
- Preparation of monthly payroll and payment of staff
- Payment of tax and NI to the Inland Revenue
- Cash-flow management
- Reconciliation of bank accounts on a monthly basis

Control of fixed assets:

- *Ensure proper records are kept.*
- *Ensure required insurances are in place.*

About you:

We particularly welcome candidates with a background in finance, strategy, governance and risk management. Ideally our Treasurer Trustee would have the following skills and/or experience:

- Knowledge and experience of financial management, management accounts, cashflow, budgeting, payroll related activities and financial decisions.
- Good financial analysis skills to examine financial consequences of proposals and plans.
- Business planning and strategy.
- The ability to present complex financial information to support decision making.
- Experience with accounting software Xero
- Respectful of other's opinions and experiences, and good at listening.
- Enjoy collaborating as part of a team and carrying out tasks with others.
- A commitment to support the future success of the work of the Foodbank, our aims and values

Benefits of volunteering

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

- Get to know our enthusiastic and dedicated staff, trustees and other volunteers. As treasurer and a trustee board member, you will build on your governance, leadership and strategic skills.
- Be an essential part of shaping the future strategy of the foodbank and will be able to see the positive impact on the people of Manchester.

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 Manchester Central Food Bank.

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.

Manchester Central Foodbank supports equality and diversity, and we actively encourage expressions of interest from people with diverse backgrounds.