

Role: Treasurer Trustee

Where: Wetherby and District Foodbank

When: Monthly two-hour trustee meetings at our warehouse in Thorp Arch near Wetherby, generally late afternoons on a Friday.

Time commitment: Normally no more than four hours per month, from home.

Overview of the role

Wetherby and District Foodbank are seeking someone with financial experience to join the board as a trustee, who will be able to lead on financial matters, ensuring we meet our financial obligations and help us build a sound financial strategy as we move forward. This role involves leading on the financial affairs of the food bank and ensuring that they are conducted within the required legal, accounting and good practice. This role will require the preparation of quarterly management accounts as well as maintaining the income and expenditure ledger. Along with instigating and approving banking transactions along with another Trustee

Responsibilities

As a trustee you will share collective responsibility for the governance of the food bank and all decisions made by the board, ensuring the organisation is well run, fulfils its mission, is compliant with charity law and that the charity is open and accountable. It is also the responsibility of the treasurer to work in partnership with the chairperson and other trustees to ensure the financial viability and development of the organisation.

Key tasks:

- ensure the board fulfils its financial responsibilities
- ensure that the food bank has proper systems for budgeting, financial control, insurance and reporting
- inform the trustee board members of the finances of the food bank by written report, at least on a quarterly basis ensuring that the board have a clear picture of the financial health of the food bank
- 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).
 - have properly appointed auditors or independent examiners, as our income is over £25K

Other responsibilities, along with the board of trustees, include:

- to approve, support and guide the charity's purpose, vision, strategy, goals and objectives
- to manage the charity's resources responsibly, including ensuring the charity's assets are used only to carry out its purpose, avoid undue risk and not over-commit the charity

- to ensure the effective and efficient administration of the charity, responding to changes in the local community as appropriate
- to ensure that key risks are identified, monitored and controlled appropriately
- To ensure appropriate financial plans are in place, budgets are monitored and progress is evaluated
- to provide financial statements
- to help promote the organisation to key stakeholders and beneficiaries
- to ensure the charity has appropriate procedures to comply with current legislation and good practice; including employment, health and safety, equality, diversity and inclusion, safeguarding and GDPR compliance/data protection
- to prepare for and regularly attend and participate in board and subcommittee meetings and any trustee away days.

About you:

- a knowledge of and commitment to the work of Wetherby and District Foodbank
- previous experience or an ability in:
 - financial accounting and reporting procedures.
 - communicating financial information to those who may have little or no financial background
 - keeping all financial records up to date

We would be particularly interested in a candidate in the early stages of their career, who is interested in expanding their knowledge and skill base, as well as contributing to a community.

Benefits of volunteering:

- feeling you are making a difference whilst volunteering with us
- meeting new people and being part of a motivated team who share a passion to eradicate poverty in our community
- building a movement of change with our volunteers, staff, and the people who use our food bank
- bringing our staff, volunteers, and trustees together to achieve our vision
- gaining a greater insight and understanding of local agencies and partnerships.

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 Wetherby and District 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

A normal term as a Trustee at Wetherby and District Foodbank is a minimum of 2 years and a maximum of 4 years.