

Overview

The Treasurer leads the financial affairs of the food bank and ensures that they are conducted within the required legal and accounting practices. The Treasurer also works in partnership with the chairperson, trustees, general manager to ensure the foodbank fulfils its purpose, meets the needs of the clients, is professionally managed, meets its charitable obligations, and remains financially viable.

Day-to-day financial operations of the foodbank, including preparation of annual budget, payments, bank reconciliation is the responsibility of General Manager, Wirral Foodbank.

The position is unpaid.

Treasurer Responsibilities

- To chair Finance Committee (three times per year)
- Ensure the trustee board fulfils its financial responsibilities.
- Ensure that the food bank has proper systems for budgeting, financial control, insurance, and reporting.
- To work alongside the General Manager in informing the trustee board members of the finances of the food bank and overseeing all finance reports submitted to the board, 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 Charity Commission of England & Wales.
- Oversee the preparation of Gift-aid submissions.
- Appoint auditors or independent examiners (on income over £25k).
- To present the annual financial results at the annual general meeting.

Other responsibilities, to be carried out along with the board of trustees, include:

- To work alongside the Chair, General Manager, and 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.
- Developing a long-term strategy for the food bank with clear objectives which are monitored and adapted.
- Ensuring the food bank has appropriate procedures to comply with current legislation and good practice, including employment, health and safety, equal opportunities, safeguarding and GDPR compliance/data protection etc.
- Recruiting, managing, and supporting employees and volunteers.
- Ensuring the organisation's financial dealings are systematically accounted for and on time, independently examined (on income over £25k) and made publicly available when necessary.

- Ensuring the food bank is accountable and actively complying with statutory reporting requirements and the law.
- Ensuring 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.
- Promoting the organisation to a wide audience of potential funders, beneficiaries, and the wider community.

We are looking for someone who

- Is committed to the work of the Wirral foodbank.
- Supports our values.
- Is a team player and sound decision maker.
- Has experience in financial accounting and reporting and is able to communicate with those who have no such experience, in a clear and understandable way.

Benefits of volunteering

- Using your existing skills to make a difference.
- Meeting new people who share your passion to eradicate poverty in the local community.
- Making a real difference to the running of the food bank and the lives of our clients.

Impact of your role

By leading on the financial matters of the food bank operation, you will ensure the financial viability of the foodbank, enabling it to provide vital support in your local community.

Support

A trustee induction will support you in this role, as well as access to local voluntary action trustee training.

Time commitment

- Bi-monthly Trustee meetings in person (usually the second Wednesday evening, starting at 7.45pm and finishing around 9.00pm).
- In person or via Zoom, for approximately one hour, in advance of every Trustee meeting to sign off finance board papers.
- In person attendance at Finance Committee three times per year, approximately two hours (can be day or evening)