

Treasurer Role Description

Role: Treasurer
Where: Chiltern Foodbank
When: Trustee meetings are approximately bi-monthly

Overview of the role:

As part of the board of trustees, this role is to contribute to the good governance of the Charity, undertaking the responsibilities of a trustee as per the Charity Commission. In addition, the treasurer has delegated authority relating to finances.

Specific tasks and responsibilities of the Treasurer:

The Treasurer has delegated authority from the trustee board to ensure that the finance function is carried out efficiently within the policies of Chiltern Foodbank. This includes:

- ensuring proper accounting records are kept
- reviewing financial performance
- ensuring policies for finance and investments are regularly reviewed
- ensuring that there are robust and effective financial controls in place
- liaising with the Chief Executive Officer about financial matters and with the independent examiner
- reporting on financial matters to the trustees at their regular trustee meetings.

Key tasks and responsibilities of all trustees:

- To ensure the Trustee board develop a long-term strategy for the food bank with clear objectives which can be monitored and adapted.
- To work alongside the Treasurer 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.
- 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 food bank has appropriate procedures to: comply with current legislation and good practice; including employment, health and safety, equal opportunities, safeguarding & GDPR compliance/data protection etc.
- To act with reasonable care and skill, giving your time, thought and energy to your role.
- To serve as an additional promoter of Chiltern Food bank in the community.

About you

- Commitment to the work of the Chiltern Foodbank.
- An insight into governance or a willingness to learn this.
- Knowledge and experience of charity finances

Benefits of volunteering

- Using 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

- By ensuring good governance of the Foodbank you are enabling its clients to be supported and are contributing to the eradication of poverty in your local area.

Support

- A trustee induction will be provided to support you within this role, as well as access to Trussell trustee training and governance support.

Our recruitment process

We aim to keep things welcoming and informal:

- Send us a short CV and covering letter explaining why you're interested and what you could bring to the role.
- We'll invite you to meet our CEO, interim treasurer, and chair of trustees for friendly conversations.
- If all are happy to proceed, you'll be invited to attend a trustee meeting as an observer.
- The full trustee board will then decide whether to appoint you.

For more information please contact our CEO, Diane Rutter

diane@chiltern.foodbank.org.uk