



Treasurer –Role Description

Our trustees play a vital role in making sure that West Northumberland Food Bank achieves its core purpose of the prevention or relief of poverty in West Northumberland. They oversee the overall management and administration of the charity. They also ensure that West Northumberland Food Bank has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the Project Manager to enable West Northumberland Food Bank to grow and thrive, and through this provide vital support to people experiencing poverty for as long as we are needed.

West Northumberland Food Bank Strategic Objectives

- Provide free food and household essentials
- Target support to address the causes/effects of poverty
- Provide follow on support to address the consequences of persistent poverty through signposting, referral and advocacy to community projects that empower and connect people
- Work with others to reduce poverty

Board members have a collective responsibility. This means that trustees always act as a group and not as individuals.

As well as fulfilling the duties of a Trustee, the Treasurer maintains an overview of West Northumberland Food Bank's financial affairs. The day-to-day accounts are handled by our bookkeeper who works closely with the Treasurer and produces month end accounts for their review. The Treasurer ensures that effective and appropriate financial measures, controls and procedures are put in place and reports to the Board at regular intervals about the financial health of the organisation.

Treasurer role

- Overseeing the preparation of budgets, internal management accounts and annual financial statements to the Board of Trustees.
- Being available after month end to review accounts with bookkeeper and schedule their distribution to board
- Ensuring that proper accounting records are kept, and that appropriate accounting procedures and controls are in place.
- Ensuring that robust and comprehensive financial policies are in place and being implemented, and supporting the development of policies covering financial reserves, and cost management.
- Monitoring and advising on the financial viability of the charity.

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Registered Office: Units 1 & 2, Hexham Enterprise Hub, Burn Lane, Hexham NE46 3HN

- Overseeing financial controls and adherence to systems, regularly liaising with the Project Manager.
- Advising on the financial implications of the charity's strategic plan, including overseeing the charity's financial risk-management process
- Ensuring investments and assets are maximised.
- Lead on the appointment of and liaison with the independent examiner.
- Oversee the development and implementation of systems for appraising, mitigating and reporting risk.
- Ensuring that the accounts are prepared in accordance with the Charity SORP (Statement of Recommended Practice).
- Keeping the board informed about its financial duties and responsibilities and liaising with the Project Manager to develop the financial understanding of the Board of Trustees.
- Review and submission of Gift Aid claims to HMRC.

What we are looking for

- A finance professional. A knowledge of charity finance is an advantage, otherwise an enthusiasm to learn, drawing from sound commercial experience and an understanding of SMEs.
- A strategic thinker with an ability to balance risk and opportunity.
- Clear communicator with the ability to bring the financial information alive to non-finance specialists.
- Willing to play an active role in areas such as forecasting, setting budgets, liaising with the independent examiner.
- Be responsive. As a small charity, things sometimes 'come up' that require the Treasurer to advise, support or give consent to. It is very helpful to have a Treasurer who is available and responsive.

In addition to the above, the Treasurer will also have the responsibilities and qualities of all trustees:

Responsibilities of all trustees

- Support and provide advice on West Northumberland Food Bank's purpose, vision, goals and activities.
- Approve operational strategies and policies and monitor and evaluate their implementation.
- Oversee West Northumberland Food Bank's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve [charity name]'s financial statements.
- Provide support and challenge to West Northumberland Food Bank's Project Manager in the exercise of their delegated authority and affairs.

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- Keep abreast of changes in West Northumberland Food Bank's operating environment.
- Contribute to regular reviews of West Northumberland Food Bank's own governance.
- Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect West Northumberland Food Bank's interests, to the exclusion of their own personal and/or any third-party interests.
- Contribute to the broader promotion of West Northumberland Food Bank's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

As a small charity, there will be times when the trustees will need to be actively involved beyond Board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.

Attributes and qualities

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board.

Personal skills and qualities

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to our values
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

Remuneration.

- This is a voluntary position, but reasonable expenses are reimbursed.

Time commitment

- Attending 11 Board meetings annually. Currently meetings are held monthly in person at West Northumberland Food Bank.
- Treasurer specific duties would require an additional commitment of 1-2 days per month.
- Attending annual strategy days

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Committee membership

Attending Subgroup meetings where appropriate e.g. Small Grants, HR, Governance, Communications and Digital and / or ad hoc working groups support to the Project Manager and Bookkeeper.