

Volunteer Role Profile



Volunteer Role

Treasurer Trustee - Long Eaton & Sawley Foodbank

Volunteer Manager

Helen Scott

Where you will be based

Community

Why we want you

All trustees are responsible for setting the strategic direction for Long Eaton & Sawley Foodbank, ensuring alignment to our values, defining goals, setting organisational policies, agreeing financial plans, evaluating the charity's performance and ensuring good relationships amongst the trustees and with the staff.

We know that having volunteers from a diverse range of backgrounds can help to make what we do as effective as possible. As such, we welcome all applicants regardless of age, religion or beliefs, disability, ethnic background, gender reassignment, sex, or sexual orientation; we particularly encourage applications from people with lived experience of poverty, and those who live or work within the local area.

What you will be doing

- Oversee the financial affairs of the foodbank, ensuring that they are conducted with probity and transparency, actively complying with statutory accounting and reporting requirements and the law.
- Ensure the board receives sufficient information to carry out its financial responsibilities.
- Ensure that the charity has robust and effective financial controls.
- Ensure appropriate financial policies are in place.
- Ensure an annual budget is provided for board approval.
- Have oversight of the foodbank's payroll.
- Ensure management and statutory accounts are produced on time.
- Ensure that organisation risks are reviewed by the board annually.
- Embrace the organisation's vision, mission and values.
- Ensure the foodbank complies with its governing document and charity law.
- Ensure focus on strategy, performance, risk and assurance rather than operational matters.
- Act with integrity, making objective decisions without undue influence by special or personal interests.
- Ensure openness and accountability, build public trust and confidence in the foodbank's work and legitimacy in representing beneficiaries and stakeholders.
- Uphold collective responsibility of the board.

- Act with reasonable care and skill, giving your time, thought and energy to your role.
- Ensure the principles of equity, equality, diversity and inclusion are embedded in Long Eaton & Sawley Foodbank and help deliver public benefit.
- Help promote the Long Eaton & Sawley Foodbank to a wider audience of potential funders and in the community to both donors and beneficiaries.
- Trustees may also undertake additional work for the charity between meetings subject to their availability and skill set.

The skills you need

- Experience of working in a financial role such as a qualified & experienced accountant or banker. However, previous experience as a charity treasurer is not essential.
- A commitment to the work of Long Eaton & Sawley Foodbank.
- A knowledge and passion for your local community.
- Excellent communication and collaboration skills.
- Independent judgement and ability to think strategically.
- Able to work effectively as part of a trustee team, contributing and considering others' views.
- Able to commit the time and effort required.
- Bring relevant capabilities that help the board perform its role effectively and achieve Long Eaton & Sawley Foodbank's vision.
- Understanding and commitment to principles of equality, equity, diversity and inclusion.

What's in it for you

- A full Trustee induction is in place to support the prospective candidate within their role. We are part of the Trussell network which means we have access to support and resources for equipping you for the role.
- By supporting the governance of the food bank, you are part of a team providing vital support in your local community, ensuring a dignified experience for anyone visiting or anyone who comes into contact with Long Eaton & Sawley Foodbank.

Disclaimer

Please note:

- Trustees are appointed for three-year terms and may serve a maximum of two terms.
- This is an unpaid voluntary position, but reasonable travel expenses are reimbursed.

- There are rules which disqualify certain people from being a trustee of a charity. We will ask prospective trustees to sign a declaration to confirm that they are not disqualified from acting as a charity trustee.
- References will be requested.