

# Volunteer Role Profile



Volunteer Role

**Treasurer Trustee - Uttlesford Foodbank**

Volunteer Manager

**Katy Mendes Day**

Where you will be based

**Community**

## Why we want you

Uttlesford 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 frameworks.

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.

## What you will be doing

- ensure the Board of Trustees fulfils its financial responsibilities
- ensure that the food bank has proper systems for budgeting, financial control, insurance and reporting
- 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
- 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 review and approve 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,

equity, 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.

### **The skills you need**

- a knowledge of and commitment to the work of the Uttlesford 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 financial records up to date.
- A knowledge and passion for your local community
- Excellent communication and collaboration skills
- Willingness to actively participate in discussions concerning needs of the foodbank's beneficiaries, staff, and the trustee board
- Willingness to act in the best interest of the charity
- Sound, independent judgement and ability to think creatively

### **What's in it for you**

- 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
- 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.

### **Disclaimer**

Applicants must be primarily resident in the UK when applying for this post. This is to enable successful applicants to fulfil the duties of this post and have access to any systems or programs required for the role in line with the charity's data protection policies.

You must be 18 or over and must not be disqualified from acting as a trustee and declare any conflict of interest while carrying out the duties of a trustee.