



Andover foodbank - Treasurer

Role outline and purpose: the Andover foodbank is a project of the parish of St John the Baptist Catholic Church in Andover and falls under the Catholic Diocese of Portsmouth, a Registered Charity. The foodbank is financially self-sufficient and independent of the Diocese for its funding. The Treasurer sits on the Management Committee of the foodbank.

This role involves leading on the financial affairs of the foodbank and ensuring that they are conducted within the required legal, accounting and good practice conventions and in accordance with the policies and procedures of the Diocese.

It is also the responsibility of the Treasurer to work in partnership with the Chair and Management Committee to ensure the financial viability and development of the organisation.

The Treasurer also leads for the foodbank on liaising with the Diocese on all financial matters.

Time commitment: approximately four Management Committee meetings per year plus AGM, and between 10 and 12 hours per month preparing accounts. There is room for flexibility in these hours if some tasks can be delegated to other volunteers with arithmetic/book-keeping skills.

Treasurer responsibilities:

- Ensure the Management Committee fulfils its financial responsibilities e.g. sets budgets for agreed projects.
- Ensure that the foodbank has proper systems for the recording and banking of cash and cheques, sets annual budget and monitors it, financial control, and reporting.
- Manage online checks of bank account, create BACS payments and act as a second signatory to cheques.
- Inform the Management Committee members of the finances of the foodbank by written report, on a monthly basis ensuring that the Committee have a clear picture of the financial health of the foodbank.
- Ensure that financial reports:
 - Are comprehensible and properly discussed at Management Committee meetings. - Are provided in a clear format and at the proper time, to meet the requirements of the Dioceses charitable status.
 - Are produced in conjunction with best advice from the Parish and AFB appointed Auditor who provides an annual check and examination of accounts.
 - Are reported on an annual basis at Annual General Meetings (AGMs)

Objectives of the foodbank:

- To ensure the Management Committee develop a long-term strategy for the foodbank with clear objectives which can be monitored and adapted.

Other responsibilities, along with the board of trustees, include:

- To work alongside the Management Committee to ensure the organisation's financial dealings are systematically accounted for and on time, independently examined (on all income) and made publicly available when necessary.
- Ensure the foodbank is accountable, actively complying with financial probity.
- To ensure appropriate financial plans are in place for future budget allocations as well as monitoring financial agreements with any approved partner projects e.g. CAB caseworker project.
- To help promote the organisation to a wider audience of potential funders and beneficiaries.
- To ensure the foodbank has appropriate procedures to: comply with current legislation and good practice; including employment, health and safety, equal opportunities, safeguarding & GDPR compliance/data protection etc and in accordance with the processes and procedures of the Diocese
- To act with reasonable care and skill, giving your time, thought and energy to your role.
- To serve as an additional promoter of the foodbank in the community.

About you:

- A knowledge of and commitment to the work of the Andover foodbank.

Previous experience or ability in:

- Financial accounting and reporting procedures.
- Communicating financial information to those who may have little or no financial background.
- Keeping all financial records up to date (book-keeping).

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 foodbank.

Impact of your role

- By leading on the financial matters of the foodbank operation, you are part of providing a vital holistic support function in your local community, ensuring a dignified experience to anyone who comes into contact with Andover foodbank.

Support

Initial training to support the prospective candidate in their role will be provided by the outgoing Treasurer.

How to apply

Appointment for this position is made by election by the members of the foodbank at a General Meeting. Any member of the foodbank may propose a candidate. The Management Committee will propose its preferred candidate for election.

The Management Committee therefore invites expressions of interest from anyone interested in the role and will arrange to meet with suitable candidates in order to select a preferred candidate to propose to the members for election.