



ANDOVER FOODBANK VOLUNTEER TREASURER - ROLE PROFILE

Andover Foodbank a project of the parish of St John the Baptist Catholic Church, serves the area in and around Andover.

The aim of the Andover Foodbank is to provide emergency food to local people who find themselves in short-term crisis situations and without the means to buy food. Andover Foodbank is part of Trussell's community of food banks, working to tackle food poverty and hunger in our local communities, as well as across the UK.

Volunteers in the Andover Foodbank, by contributing their time and experience, play a crucial role in bringing the church's mission and vision to life.

Role: Volunteer Treasurer - Andover Foodbank

Parish/Pastoral area: St John the Baptist

Location: Andover

Chair of Andover Foodbank Management Committee: Jamie Symington

DBS Required: Yes

Purpose of the Role

The Treasurer provides financial oversight, guidance and support to Andover Foodbank, helping to ensure that its financial affairs are well managed, transparent and conducted in accordance with relevant legal and accounting requirements, good practice, and policies and procedures of the Diocese.

Working in partnership with the Chair, Management Committee and Head of Andover Foodbank, and in liaison with the Diocese Finance team and Parish Finance Administrator, the Treasurer helps to ensure the financial viability, sustainability and development of the Foodbank.

Main Responsibilities

- Provide clear and timely financial updates to the Management Committee, including regular budget variance reports.
- Monitor the Foodbank's financial position and cash flow, highlighting any emerging risks or concerns to the Management Committee and Head of Andover Foodbank.
- Review and update the annual budget and five-year cash plan each June, working with the Head of Andover Foodbank.
- Prepare year-end financial information in accordance with the requirements of the Diocese and its charitable status, arrange the external audit, and present the financial report at the Annual General Meeting.
- Oversee the recording of donations in accordance with agreed procedures and ensure that cash/cheque donations are banked weekly.
- Reconcile staff credit card statements against expenditure each month and process expense claims
- Make BACS payments for approved invoices and expenses.
- Reconcile the Lloyds bank account using Xero.
- Process Gift Aid claims through ChurchSuite on a quarterly basis for submission to HMRC by the Diocese.

- Monitor financial agreements with approved partner projects, such as Citizens Advice.
- Support the Head of Andover Foodbank with grant and funding applications.
- Help identify opportunities to strengthen the Foodbank's financial sustainability and broaden its funding base.
- Support the Head of Andover Foodbank in promoting the organisation to a wider audience of potential funders and beneficiaries

Skills and Knowledge Required

- A sound understanding of financial management, accounting or bookkeeping, ideally with some experience of financial reporting.
- Experience of, or willingness to learn, financial management systems such as Xero and ChurchSuite
- Ability to explain financial information clearly to people without a financial background.
- Ability to work collaboratively with the Diocese Finance team, Parish Finance Administrator, Chair, Management Committee and Head of Andover Foodbank.

Training Provided

Training and support will be provided where required in:

- Xero
- ChurchSuite
- Diocese financial procedures and processes

The Catholic Diocese of Portsmouth mission plan *You Will Be My Witnesses* sets out a vision for each person to grow in holiness, develop a personal relationship with Jesus, and inspire others to do the same. As we come together to develop a Christ-centred Church, formed of missionary communities and prudent stewards of Christ's Church, our diocese will flourish, and the legacy of a vibrant faith will be our gift to future generations.

All volunteers are expected to work within the Diocese's charitable purposes, strategic plans, and governing documents and comply with the law of England and Wales and, where relevant, Jersey, the Bailiwick of Guernsey, and any other jurisdiction in which the Diocese operates.

Role Profile created by: Annie Mihell

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"Bringing people closer to Jesus Christ through his Church"