



Treasurer Role Description (volunteer position)

Background

Luton Foodbank offers emergency food aid to people with nowhere left to turn. We provide respite by supplying a food parcel of enough nutritious and non-perishable food to last three days. This gives people breathing room to begin tackling the causes of their crisis.

We are looking for a **new Treasurer to join our Board of Trustees**. The role of the Board is to oversee the governance of Luton Foodbank, whilst the day to day activities are carried out by a small team of Luton Foodbank employees.

The Treasurer will need specific financial skills and experience to take on role as well as participating in the general governance decisions made by the board. The Treasurer will have financial experience to take the lead at board level on:

- **Reporting on financial matters:** to the Annual General Meeting, and to other Board members who meet quarterly in the Luton Foodbank office (c.2 hours)

The position will also involve joining the **Senior Management team:** this group oversees the running of the Foodbank and generally involves fortnightly meetings (c.2 hours)

Role Description

1. General financial oversight

- Liaise with Luton Foodbank Manager, Book Keeper (part-time), external accountant and auditors about financial matters.
- Oversee and present budgets, accounts and financial statements to the Board.
- Ensure that robust and effective systems, policies and controls are in place for finance and investment.
- Ensure an effective system of delegation for finance is in place.
- Ensure that record-keeping and accounts meet the conditions of funders and statutory bodies
- Ensure compliance with relevant legislation.
- Ensure suitable financial roles are in place to fulfil our finance function.

2. Financial performance, reporting, planning & budgeting

- Advise on the financial implications of strategic and operational plans.
- Oversee regular reports on the organisation's financial position
- Ensure effective monitoring and reporting.
- Liaise with designated staff for accounts preparation and audit, as required.
- Present accounts at the AGM.
- Advise on Luton Foodbank's reserves policy and our investment policy.

3. Funding & fundraising

- Advise on Luton Foodbank’s fundraising strategy.
- Help with preparation of funding bids
- Ensure use of funds complies with conditions set by funding bodies.
- Ensure fundraising complies with relevant legislation and is bound by effective financial systems and controls.

4. Banking, book-keeping and record-keeping

- Oversee bank account management and that appropriate systems for book-keeping, payments, lodgements & petty cash are in place.
- Ensure everyone handling money keeps proper records and documentation

5. Control of fixed assets

- Ensure proper records are kept.
- Ensure required insurances are in place.

Person Specification for Treasurer

	Essential	Desirable
Qualifications and Knowledge	Knowledge and experience of financial management.	Either full or part finance qualified (e.g. CIMA/CIPFA/ACCA/CA AAT or finance degree). Knowledge of charity sector and current fundraising and finance practice.
Skills	Good financial analysis skills to examine financial consequences of proposals and plans. Ability to think creatively. Ability to communicate clearly. Business planning and Strategy.	Bookkeeping systems Excel.
Experience	All aspects of financial management, management accounts, cashflow, budgeting and financial decisions. Presenting complex financial information to support decision-making.	Financial experience at a senior level. Previous experience of working in the voluntary sector environment. Experience of charity finance. Previous experience of being a Treasurer.
Other	A commitment to support the future success of the work of the Foodbank, our aims and values.	

Information for Directors

1. Introduction

Luton Foodbank launched in 2013, we provide emergency food supplies to local people in crisis and poverty. It consists of local organisations and volunteers striving to ensure no one in the town goes hungry. Luton Foodbank has HRMC Charity status and is registered with Companies House and on the FCA Public Mutuals Register.

You can find out more about Luton Foodbank www.lutonfoodbank.org.uk

2. The Board of Directors

Day to day activities are carried out by Luton Foodbank employees. The role of the Board of Directors is to oversee the management of the business of Luton Foodbank and specifically:

1. To set the vision and strategy for Luton Foodbank.
2. To oversee the development and delivery of Luton Foodbank's business plan including monitoring and learning from the delivery of objectives and activities.
3. To manage and safeguard the reputation of Luton Foodbank and oversee the strategy for external and stakeholder relations.
4. To oversee the fundraising strategy and ensure good financial planning.
5. To ensure compliance with legal and financial requirements.
6. To manage, safeguard and protect the assets and resources of Luton Foodbank and ensure that they are used only for the purposes set out in the memorandum and articles of association.
7. To recruit, appoint and oversee the management of senior staff and ensure compliance with best employment practice.
8. To ensure a commitment to equalities throughout policy and practice of Luton Foodbank.

New Directors may not be confident in their knowledge or experience of all board responsibilities laid out above. We arrange and fund appropriate training on general duties of the board for all Directors. There will be a probationary period to allow a specific time period for the candidate and board to assess suitability of the role after having first-hand experience.

3. Role of Individual Directors

We recognise that individual Directors bring their own set of skills and interests to the Board.

The Luton Foodbank board has a number of specific roles and committees where Directors focus their expertise. These are:

- Chair
- Treasurer
- Vice Chair
- Secretary

4. Role Commitment and Terms

Board Meetings

The quarterly board currently meets middle of the month for a two-hour meeting. The time and frequency of board meetings is reviewed annually. Papers for board meetings are circulated to Directors one week in advance. Other contact, including information updates, is via email.

Board Committees and Other Roles

The Treasurer will be expected to join the **Senior Management team**: this group oversees the running of the Foodbank and generally involves fortnightly meetings (c.2 hours)

5. Director Person Specification

Legal Requirements

Applicants must be over 18 years of age and live in the United Kingdom

We are unable to consider applications from individuals who would be disqualified from being a trustee or director by the Companies Act or the Charity Act, including anyone who has been convicted of a crime of deception or dishonesty, unless the conviction is spent.

Essential Governance Requirements

If you would like to join our board you must have, or be willing to gain the following general skills and qualities:

1. Understanding and willingness to undertake the roles and responsibilities of Directors of a voluntary organisation and of good governance.
2. Understanding of the challenges that managers working in the voluntary sector face in providing resources to undertake the aims of the charity.
3. Understanding of the challenges frontline workers in the voluntary sector face in providing services to vulnerable people

Luton Foodbank Team works with Directors to ensure no one goes hungry in our town.

Essential Luton Foodbank Requirements

In order to operate effectively as a Luton Foodbank Director and volunteer you must:

1. Undertake all activity for Luton Foodbank in line with our core values of: flexibility, collaboration, openness and perseverance.
2. Comply with Luton Foodbank policies and procedures.
3. Be able to communicate via email and be willing to share email contact with other Directors and employees. Please note that email attachments are currently circulated in word format for easy access on a variety of platforms

6. Director recruitment process

If you would like to join Luton Foodbank Directors, please complete the Treasurer Application Form and submit it to:

info@lutonfoodbank.org.uk

Application Process

Your application will be processed by the Senior Management Team with assistance from the Manager as follows:

1. Your Application Form will be considered. If you are applying as part of a recruitment campaign, it may be short-listed against other candidates.
2. You may be invited to attend a short meeting with the Committee. Directors will tell you at the meeting or shortly afterwards if they are willing to recommend your application.
3. You will be co-opted at a Board Meeting on an interim basis until the next AGM.
4. You will be nominated as a member of Luton Foodbank and as a Director at the next AGM for approval by members.

Privacy Statement

All of the information that you provide, including your application form, will only be used for Director recruitment and Director personnel files.

The information is held securely. Access is restricted to employees and Directors with an HR Administration remit.

We hold information about unsuccessful applicants for a period of one year. This is so that we can review and contact recent applicants if vacancies occur. The information is destroyed securely at the end of the period.

You may request to withdraw and that your information is deleted at any time during the application process or subsequent one-year holding period. Please write or email your request to:

info@lutonfoodbank.org.uk