



## Vacancy for Treasurer/Trustee of Wirral Foodbank

Wirral Foodbank was established in 2011. Our objective is to *“to relieve persons in the Metropolitan Borough of Wirral who are in conditions of need, hardship or distress by supplying food and in such other ways as the Trustees from time-to-time think fit.”*

Since we started, over 160,000 emergency food parcels have been provided to residents of Wirral, including over 55,000 children.

Wirral Foodbank employs five part-time staff. We have just over 150 active volunteers, who give of their time most generously in support of the local community. We have a network of eleven foodbank centres across Wirral.

We are “more than food” and strongly believe that emergency food is not the solution to food poverty. In 2018, we commissioned Citizens Advice Wirral to deliver a dedicated benefit and advice service to all who seek the support of Wirral Foodbank; we call this Foodbank Plus. In September 2024, in partnership with Citizens Advice Wirral, we announced a landmark achievement—generating over £1 million in positive financial outcomes for Wirral residents since its beginning. This figure, which totals £1,086,657.37, represents direct support that has helped local families and individuals relieve financial pressures, access much-needed benefits, and address debt.

In accordance with our constitution, our current Treasurer will be standing down in August 2025. We are therefore seeking to recruit a new Treasurer/Trustee to oversee the financial affairs of the foodbank, ensuring that they are conducted with probity and transparency and meet all statutory requirements.

Do you share our commitment to eradicate poverty and make a real difference to the lives of local people in our communities – if so, we would like to hear from you.

The closing date for applications is Friday 25<sup>th</sup> April 2025. Please email [manager@wirralfoodbank.org.uk](mailto:manager@wirralfoodbank.org.uk) and include in the subject header “Treasurer Wirral Foodbank. In your email, please outline your background and what you think you would bring to the role, mentioning any specific skills/experiences that you think are important. Description of the role is available on our website [www.wirral.foodbank.org.uk](http://www.wirral.foodbank.org.uk)

Should you have any questions, please contact Richard Roberts, Secretary and General Manager, Wirral Foodbank – 07947387930 or email – [manager@wirralfoodbank.org.uk](mailto:manager@wirralfoodbank.org.uk)



## Treasurer Role Description

### Overview

The Treasurer leads the financial affairs of the food bank and ensures that they are conducted within the required legal and accounting practices. The Treasurer also works in partnership with the chairperson, trustees, general manager to ensure the foodbank fulfils its purpose, meets the needs of the clients, is professionally managed, meets its charitable obligations, and remains financially viable.

Day-to-day financial operations of the foodbank, including preparation of annual budget, payments, bank reconciliation is the responsibility of General Manager, Wirral Foodbank.

The position is unpaid.

### Treasurer Responsibilities

- To chair Finance Committee (three times per year)
- Ensure the trustee board fulfils its financial responsibilities.
- Ensure that the food bank has proper systems for budgeting, financial control, insurance, and reporting.
- To work alongside the General Manager in informing the trustee board members of the finances of the food bank and overseeing all finance reports submitted to the board, ensuring that the board have a clear picture of the financial health of the food bank.
- 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 Charity Commission of England & Wales.
- Oversee the preparation of Gift-aid submissions.
- Appoint auditors or independent examiners (on income over £25k).
- To present the annual financial results at the annual general meeting.

### Other responsibilities, to be carried out along with the board of trustees, include:

- To work alongside the Chair, General Manager, and the trustee board to ensure the organisation's financial dealings are systematically accounted for and on time, independently examined (on income over £25k) and made publicly available when necessary.
- Developing a long-term strategy for the food bank with clear objectives which are monitored and adapted.
- Ensuring the food bank has appropriate procedures to comply with current legislation and good practice, including employment, health and safety, equal opportunities, safeguarding and GDPR compliance/data protection etc.

- Recruiting, managing, and supporting employees and volunteers.
- Ensuring the organisation's financial dealings are systematically accounted for and on time, independently examined (on income over £25k) and made publicly available when necessary.
- Ensuring the food bank is accountable and actively complying with statutory reporting requirements and the law.
- Ensuring appropriate financial plans are in place for future budget allocations as well as looking after contractual agreements with external partners that award money for core costs and additional projects.
- Promoting the organisation to a wide audience of potential funders, beneficiaries, and the wider community.

### **We are looking for someone who**

- Is committed to the work of the Wirral foodbank.
- Supports our values.
- Is a team player and sound decision maker.
- Has previous experience and skills in:
- Has experience in financial accounting and reporting and is able to communicate with those who have no such experience, in a clear and understandable way.

### **Benefits of volunteering**

- Using your existing skills to make a difference.
- Meeting new people who share your passion to eradicate poverty in the local community.
- Making a real difference to the running of the food bank and the lives of our clients.

### **Impact of your role**

By leading on the financial matters of the food bank operation, you will ensure the financial viability of the foodbank, enabling it to provide vital support in your local community.

### **Support**

A trustee induction will support you in this role, as well as access to local voluntary action trustee training.

### **Time commitment**

- Bi-monthly Trustee meetings in person (usually the second Wednesday evening, starting at 7.45pm and finishing around 9.00pm).
- In person or via Zoom, for approximately one hour, in advance of every Trustee meeting to sign off finance board papers.
- In person attendance at Finance Committee three times per year, approximately two hours (can be day or evening)

### **Accounting Package**

Wirral Foodbank uses [Expense Plus](#)