

Finance Trustee (Voluntary Role)

Wirral Foodbank

Wirral Foodbank is seeking to appoint a committed and experienced individual to join its Board of Trustees and serve, alongside our existing Finance Trustee, as a member of the Finance Committee.

Established in 2011, Wirral Foodbank exists to relieve persons in the Metropolitan Borough of Wirral who are experiencing need, hardship, or distress through the provision of emergency food and related support services.

Since its formation, the charity has provided more than 177,139 emergency food parcels to local residents, including over 60,466 for children. Alongside emergency food provision, Wirral Foodbank is committed to addressing the underlying causes of poverty and financial hardship.

In 2018, the charity launched *Foodbank Plus* in partnership with Citizens Advice Wirral, providing dedicated benefits and advice support to individuals accessing the foodbank. In September 2024, the partnership announced that it had generated more than £1 million in positive financial outcomes for Wirral residents. This figure has since risen to £2,360,248, helping local individuals and families to access benefits, reduce debt, and improve financial stability.

The Role

The successful candidate will join the Board of Trustees and contribute to the strategic oversight and governance of the charity, with a particular focus on financial stewardship.

As a member of the Finance Committee, you will help oversee the financial affairs of the organisation, ensuring that appropriate controls, transparency, and accountability are maintained and that all statutory obligations are met.

We welcome applications from individuals who share our commitment to tackling poverty and making a meaningful difference within local communities.

Person Specification

We are particularly interested in hearing from candidates who can demonstrate:

- Financial management, accounting, audit, banking, or related experience. Experience with finance in the 'charitable' or 'not for profit' sector would be ideal but not essential.
- Strategic thinking and sound judgement
- An understanding of good governance and fiduciary responsibility
- A commitment to the values and mission of Wirral Foodbank
- The ability to work collaboratively as part of a trustee board

Applications

To apply, please email manager@wirralfoodbank.org.uk with the subject line **Finance Trustee Wirral Foodbank**. In your email, please outline:

- your professional background;
- what you believe you would bring to the role; and
- any specific skills or experience relevant to the position.

Closing date for applications: Friday 31st July 2026

Finance Trustee Role Description

Key Responsibilities:

The Finance Trustee will, along with the other Finance Trustee:

- Attend Finance Committee meetings (three times per year).
- Ensure the Board of Trustees fulfils its financial responsibilities.
- Ensure appropriate systems are in place for budgeting, financial control, insurance, and financial reporting.
- Work alongside the General Manager to ensure trustees have a clear understanding of the financial position of the organisation.
- Oversee finance reports presented to the Board.
- Ensure financial reports:
 - are clear, comprehensible, and appropriately discussed at Trustee meetings; and
 - are submitted in the required format and timescales in accordance with the requirements of the Charity Commission for England and Wales.
- Oversee the preparation and submission of Gift Aid claims.
- Appoint auditors or independent examiners where required.
- Present annual financial results at the Annual General Meeting.

Wider Trustee Responsibilities:

Alongside the wider Board of Trustees, the Finance Trustee will contribute to:

- Developing and monitoring the long-term strategy of the food bank.
- Ensuring the organisation complies with relevant legislation and good practice, including:
 - Employment law;
 - Health and safety;
 - Safeguarding;
 - Equality and diversity; and
 - GDPR/data protection requirements.
- Supporting the recruitment, management, and wellbeing of employees and volunteers.
- Ensuring financial records are properly maintained, independently examined where required, and made publicly available where appropriate.
- Ensuring the organisation meets all statutory and regulatory obligations.
- Supporting long-term financial planning and oversight of funding agreements and partnership arrangements.
- Promoting the work of Wirral Foodbank within the local community and to potential supporters and funders.

Person Specification:

We are looking for someone who:

- Is committed to the work and mission of Wirral Foodbank.
- Supports the organisation's values.
- Is a collaborative team player with sound judgement and decision-making skills.
- Has professional experience/qualifications in financial accounting and reporting. Experience with finance in the 'charitable' or 'not for profit' sector would be ideal but not essential.
- Can communicate financial information clearly and effectively to non-financial audiences.

Benefits of Volunteering:

- Use your professional skills to make a meaningful difference.
- Meet new people who share a commitment to eradicating poverty in the local community.
- Play a key role in supporting the governance and sustainability of the food bank.
- Contribute directly to improving the lives of local individuals and families.

Impact of the Role:

By providing oversight and leadership on financial matters, the Finance Trustee will help ensure the long-term financial viability of the food bank, enabling it to continue delivering vital support across the local community.

Support and Training:

A full trustee induction will be provided, alongside access to local voluntary sector trustee training and ongoing support.

Time Commitment:

The expected time commitment includes:

- Bi-monthly Trustee meetings held in person (*usually the second Wednesday evening, 7:00m–9:00pm*)
- Attendance at Finance Committee meetings three times per year (*approximately two hours; daytime or evening*)
- Additional review/sign-off meetings in advance of Trustee meetings (*approximately one hour, either in person or via Zoom*)

Accounting System:

Wirral Foodbank currently uses the ExpensePlus accounting package.