

Treasurer Role at FareShare Sussex & Surrey

- We are tackling hunger and reducing food waste.
- We plan to expand our operation to meet growing need across Sussex and Surrey.
- We have great support from committed funders and have adequate reserves in place.
- We need a new Treasurer to ensure good financial practice and oversight through the next phase of our development.

Are you interested in joining our Board as Treasurer?

FareShare Sussex & Surrey exists to tackle hunger, reduce food waste and develop the skills and confidence of volunteers. FareShare Sussex & Surrey is a highly successful enterprise, currently aiming to expand the collection and the redistribution of food through 170+ centres, to feed thousands of people, throughout Sussex and Surrey with the support of a small dedicated staff team and over 100 enthusiastic volunteers.

In the last financial year to 31 March 2022, our income was £930k, the project is forecasting an income of around £1m for the current financial year. We have cash reserves in place, equivalent to 6 months expenditure plus funding for our planned expansion.

Our finances are managed by a qualified accountant, who is Head of Finance, and the finance team, with overall leadership from the Chair of the Board and the CEO. The Trustees are looking for a volunteer to take up the role of Treasurer to ensure accountability and scrutiny of the financial procedures and their operation, and to report on financial issues to the Board of Trustees.

The charity is registered with the Charity Commission 1093245 and is an incorporated limited company, registration number 04298200. The charity is registered as City Gate Community Projects and operates as a FareShare franchise as FareShare Sussex & Surrey.

Role Description - Treasurer

Overall purpose of role

To ensure that appropriate financial records and reports are prepared and presented and financial procedures are fit for purpose and implemented to enable the Board to:

- Maintain an overview of the charity's financial affairs.
- Ensure the organisation is financially viable and sustainable.
- Meet all legal and regulatory requirements

General responsibilities

To support the Board and Senior Leadership Team (SLT) to ensure:

- FareShare Sussex & Surrey applies its resources exclusively in pursuance of its objectives.
- The proper investment of the charity's funds.
- The Trustees reach sound financial decisions.

Additional responsibilities

- Oversee the preparation and presentation of budgets, accounts and financial statements.
- Ensuring that the charity has appropriate reserves policy.
- Ensuring that appropriate accounting procedures and controls are in place.
- Liaising with the SLT about financial matters for onward communication to staff and volunteers.
- Advising on the financial implications of FareShare Sussex & Surrey's strategic plans.

- Ensuring that there is no conflict between investments and the aims and objects of the charity.
- Ensuring FareShare Sussex & Surrey's compliance with legislation.
- Ensuring that the accounts and reports are prepared in good time for board meetings, committees and auditing purposes and any recommendations are implemented.
- Keeping the Trustees informed about their financial duties and responsibilities.

What you need to undertake this role

- An appropriate financial qualification or significant experience at trustee, board or management level, within a financial environment.
- Commitment to the values of FareShare Sussex & Surrey.
- Willingness to devote the necessary time and effort.
- Understanding of the legal duties, responsibilities and liabilities of being a trustee and treasurer.
- Willingness to be available to staff and trustees for advice and enquiries on an ad hoc basis via email and telephone
- Understanding of charity Statements of Recommended Practice (SORP) accounting principles.

Time commitment

The time commitment from the Treasurer is at the individual's discretion, bearing in mind the following:

- 6 trustee meetings a year
- 6 finance, strategic planning & risk sub group meetings
- Remotely working on the Xero accounts system as required.
- Occasional meetings with the chair of the board and CEO/SLT.

This role is voluntary and unpaid, however reasonable expenses will be reimbursed in accordance with the Charity's policies.

To enable the Treasurer to help shape and develop the organisation the Treasurer will be a board director and trustee. The general responsibilities are laid out in the role description for directors and trustees.. The main focus of this role will be to act as Treasurer for the organisation.

How to apply:

If you would like to express your interest in this position, please send a covering letter of no more than 1 side of A4 outlining why you are interested and what you can offer along with your CV to Jonathan Wilkins at jon@faresharesussexandsurrey.org.uk before the closing date of **5pm on Friday 1st September 2023**. Your application will be considered by the Board and a response will be sent to you in writing.

To talk through the role and discuss what it might entail, please contact Jonathan, our chair of trustees, on the email above. Further details of the project's aims, ethos and operation can be found on our website <https://faresharesussexandsurrey.org.uk/>.

July 2023