

Treasurer Role at the City Gate Community Projects (CGCP) – “FareShare Sussex”

Are you interested in joining the FareShare Sussex as Treasurer?

FareShare Sussex exists to “Tackle hunger, reduce food waste” and develop volunteers. FareShare Sussex is a highly successful enterprise at an exciting point of development and expansion. 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 trading under the franchise name FareShare Sussex, which it holds from FareShare UK to operate in Sussex and Surrey.

In the last financial year to 31 March 2020, our income was £538k and we have cash reserves of over £327k (approximately 50% is restricted or designated for this year). The project is projecting an income of £860k for this financial year.

Currently, the finances are managed by a finance officer who does the book-keeping on Xero, the chair of the board with some oversight from the CEO, and an Independent Examiner who prepares our year-end accounts. The trustees are looking for a volunteer to take up the role of Treasurer to replace the chair’s involvement to improve accountability and scrutiny of the financial procedures, their operation, and reporting to the Board of Trustees.

Role Description - Treasurer

Overall purpose of role

To ensure that proper financial records and reports are prepared 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 financial viability and sustainable.
- Meet all legal and regulatory requirements

Responsibility to: Trustees of City Gate Community Projects (t/a FareShare Sussex).

General responsibilities

To support the Board and SMT to ensure:

- FareShare Sussex 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 an appropriate reserves policy.
- Ensuring that appropriate accounting procedures and controls are in place.
- Liaising with the Senior management team about financial matters for onward communication to staff and volunteers.
- Advising on the financial implications of FareShare Sussex’s strategic plans.
- Ensuring that there is no conflict between any future investment held and the aims and objects of the charity.
- Ensuring FareShare Sussex'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

- A financial qualification would be an advantage and experience of charity finance.
- Commitment to the values of FareShare Sussex.
- Willingness to devote the necessary time and effort.
- Understanding and experience of the legal duties, responsibilities and liabilities of trusteeship.
- Willingness to be available to staff and trustees for advice and enquiries on an ad hoc basis via email and telephone.

Time commitment

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

- 6 trustee meetings a year (tbc about how many the treasurer needs to attend).
- 3 monthly phone conference meetings.
- Remotely working on the Xero accounts system as required.
- Occasional meetings with the chair of the board and CEO.

Previously the role was completed by the chair working around 4 hours a week.

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 directors and trustees would like the Treasurer to join the Board.

The general responsibilities of directors and trustees are laid out in the role description for directors and trustees.

In addition to their overall responsibilities as directors and trustees, board members will usually take on additional responsibilities. The main focus of this role will be to act as Treasurer for the organisation.