



Winchester Basics Bank

Role description: Treasurer

Reports to: the Trustee Board

Introduction:

The purpose of Winchester Basics Bank is to act as an emergency resource for people who are struggling to cope, perhaps because of an unexpected bill, a delayed benefit payment, homelessness, or some other major household crisis. We provide individuals and families in need with

- emergency food parcels of enough tinned and dried food for 2-5 days
- good quality second hand clothes

The Basics Bank also has the wider aim of promoting improved public health in our local area by providing decent nutrition to those who are lacking it. We do this through sharing and redistributing resources and in this way we also seek to create a sense of community solidarity in Winchester

Purpose of the role

- to ensure the financial affairs of Winchester Basics Bank are conducted within legal requirements, accounting conventions and good practice
- in partnership with the Chair of Trustees and / or Treasurer, ensure the financial viability and development of Winchester Basics Bank.

Key qualities

- a knowledge of financial accounting and reporting procedures
- ability to communicate financial information to those who may have little or no financial background
- hands-on book-keeping skills
- strategic financial planning skills
- a knowledge of and commitment to the work of Winchester Basics Bank
- a clear commitment to the Christian faith

Main duties

- ensure the Board fulfils its financial responsibilities
- ensure proper systems for budgeting, financial control, insurance, and reporting
- Undertake three-monthly or more frequently when appropriate sample checks of control procedures
- Arrange cheque or online signature changes when required
- Advise the Board on appropriate levels of delegation of financial authority and participate in online or cheque signatory list
- keep Board members informed about organisation' finances by written report, at least on a quarterly basis
- communicate with relevant staff and other Board members so as to maintain a clear picture of the financial health of Winchester Basics Bank



- ensure compliance with HMRC requirements as appropriate
- ensure financial reports are comprehensible and properly discussed
- Jointly with the Company Secretary and Chair, ensure financial and other reports are provided in the proper format and at the proper time, as required by other bodies in law
- ensure the appointment of auditors or independent examiners
- provide a financial report to members on an annual basis.

Ensure financial viability and development of Winchester Basics Bank

- Ensure the Board develops a long-term financial strategy for Winchester Basics Bank with objectives which can be monitored
- monitor progress in budget implementation
- ensure appropriate financial goals are set for the resources available to Winchester Basics Bank.

Special Note

This role description, and all other related volunteer recruitment documents, is not intended to form any type of employment contract and should not be interpreted as such. This role is purely voluntary.