

## **Job Description and Person Specification - Management Committee Member - finance**

### *Job Description*

MC members will be required to provide strategic oversight of:

- ASAP's compliance with its Articles of Association, policies, and law;
- ASAP's compliance with all funding conditions and contracts;
- Whether ASAP is best using its resources to meet its objectives;
- The effective and efficient administration of ASAP;
- Monitoring and reporting of financial information;
- ASAP's funding and expenditure situation; and
- Implementation of ASAP's Equal Opportunities Policy in employment and service delivery.

MC members will also:

- Contribute actively to the MC by giving strategic direction, setting overall policy, defining goals, setting targets and monitoring and evaluating performance against targets;
- Attend and prepare for MC meetings;
- Appoint MC members and officers;
- Approve accounts;
- Ensure that ASAP and the MC safeguard ASAP's values and reputation; and
- Provide any other assistance the MC or ASAP may require, as appropriate, particularly utilising any specialist skills or experience they may have.

In addition to the usual role of Management Committee Member, the Deputy Treasurer must support the Treasurer, and deputise where necessary, to:

- Monitor and report to the MC on ASAP's finances;
- Oversee accounting and reporting procedures, in line with the ASAP's Financial Control Policy;
- Support the Director and MC to ensure ASAP's financial stability and prospects;
- Monitor implementation of ASAP's reserves policy;
- Together with the Director, oversee, approve and present all yearly budgets, quarterly and annual accounts, and other relevant financial information to the MC or others if necessary;
- Support the preparation of the annual balance sheet, income and expenditure accounts, and background notes to the accounts;
- Ensure that the accounts are audited in an approved form, included in the Annual Report and submitted to the relevant statutory bodies;
- Advise the Director and MC on the selection and dismissal of auditors;
- Advise the MC of the financial implications of any decisions;
- Advise the MC regarding the development and implementation of ASAP's fundraising strategy;
- Act as signatory on all bank accounts, loans, investments and other financial documents;
- Advise the MC on the appropriateness of ASAP's investment policy;
- Ensure that MC members are aware of their financial duties and liabilities.

## *Person Specification*

### Essential

- Experience of accounting or financial management;
- Ability to fulfil the job description;
- A commitment to ASAP's values;
- An awareness of issues affecting ASAP or willingness to learn about them;
- A willingness to devote the necessary time and effort to prepare for and attend regular MC meetings for at least 3 years;
- Integrity;
- Strategic vision and an ability to stay focused on strategic objectives;
- Good independent judgement;
- Willingness to take part in MC discussions, contribute constructively and listen to others;
- Understanding and acceptance of the legal duties and liabilities of trustees of a charitable company;
- Ability to work effectively as a member of a team;
- Ability to maintain confidentiality;
- Understanding and acceptance of the Equal Opportunities Policy; and
- Willingness to take undertake training required to allow them fulfil their duties.

### Desirable

- Qualified accountant;
- Five years or more experience in financial management / accounting;
- Lived experience of the asylum system in the UK;
- Charitable fundraising;
- Voluntary sector issues, such as trends for charities and partnership/network formation;
- Organisational development, growth or change;
- IT;
- Management and administration of a charity, for example as a director or trustee.