

ASAP is looking for new Management Committee Members

The Asylum Support Appeals Project (ASAP) is a small national charity. We reduce destitution amongst people seeking asylum in the UK by defending peoples' legal rights to food and shelter.

Most people who have had to leave their countries due to war or conflict are not allowed to work when they claim asylum in the UK. The only option is to apply to the Home Office for basic housing and a low level of financial support. The Home Office often gets decisions wrong, refusing or withdrawing support even where people meet the criteria. People can appeal to the Asylum Support Tribunal, but there is no legal aid available outside Scotland, so it is hard to find a solicitor.

- We offer free legal representation for people who are appealing a refusal of housing/ financial support, at the Asylum Support Tribunal. Last year we represented over 200 people, enabling over 70% of appellants to access accommodation and support.
- We build other organisations' skills in asylum support law through training, an advice line, and an online network of advisors, to increase access to high quality advice on asylum support across the UK. Last year we trained over 2000 advisors across the UK.
- We influence Home Office policy and practice on housing and financial support so that it better meets people's needs, through advocacy work and strategic litigation.

Currently, ASAP employs 12 staff and is supported by around 35 solicitors and barristers who volunteer on our pro bono legal representation scheme at the Tribunal.

ASAP's work and strategy is overseen by a voluntary Management Committee (trustees). The Committee has a broad range of skills and experience, including expertise in law, finance, HR, communications and charity management. A number of our trustees also have experience of living on asylum support in the UK. We are looking for a new Management Committee member with finance expertise (qualified accountant) to act as our Deputy Treasurer.

ASAP is committed to equity, diversity and inclusion. We welcome applications regardless of age, disability, gender, gender identity, marital status, pregnancy/ maternity, race, religion and belief, sex or sexual orientation. We particularly encourage applicants with lived experience of seeking asylum and/or asylum support. Most MC meetings are held by zoom, with 1-2 per year in person.

To apply, please complete the application form and return to kat@asaproject.org.uk by midnight on **June 8th 2025**. For an informal discussion, please contact ASAP Director Kat Lorenz: kat@asaproject.org.uk

Interviews will be held by zoom **in the week of 16th June 2025**. Reasonable expenses for attending the interview (eg data costs) and any other MC meetings in future, will be reimbursed.

Job Description and Person Specification - Deputy Treasurer

Job Description

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.

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.

Person Specification

Essential

- Experience of accounting or financial management (essential) for 5+ years (desirable)
- A strong understanding of budgeting, forecasting and reporting financial information to decision-making boards;
- Qualified accountant;
- 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 Equity, Diversity and Inclusion Policy; and
- Willingness to take undertake training required on trustee duties.

Desirable

- A good working knowledge of the Charities SORP (FRS 102);
- Experience of coming to the UK as a refugee/ living on asylum support in the UK;
- Experience of asylum support law and appeals;
- Ability to use IT including Microsoft Office packages and
- Five years' experience in one or more of:
 - Working with asylum seekers and refugee community organisations;
 - Other work with the asylum sector;
 - Other work in the legal and advice sector;
 - Charitable fundraising;
 - Voluntary sector issues, such as trends for charities and partnership/network formation;
 - Organisational development, growth or change;
 - Human resources;
 - Financial management/accountancy;
 - IT;
 - Communications in relation to social justice or social policy;
 - Lobbying, advocacy and campaigning regarding social justice or social policy;
 - Legal, sociological or other research relevant to ASAP's work; or
 - Management and administration of a charity, for example as a director or trustee.