

Recruitment Pack

Trustee with financial experience background to act as Treasurer

About the ASE

The ASE is a professional body and global network of science educators.

We are advocates for excellence in science education; we support professional development; and, offer a welcoming and inclusive community of support for science educators both in the UK and abroad. We are a Registered Charity with a [Royal Charter](#), owned by our members and independent of government.

- **Fostering a community of professional support** - we bring together the science teaching community (teachers, technicians, researchers and teacher educators) from within the UK and internationally to promote collaboration, share best practice and facilitate access to expertise and knowhow. We do this through our regional teams, membership committees, conferences, activities and communications.
- **Professional Development opportunities** - The ASE offers a comprehensive learning journey for all those with an interest and career in science education. We offer continuous professional development through events, publications, projects, online webinars and workshops. In addition, we offer professional registration, and there are many and varied opportunities to grow skills through direct involvement with the ASE itself.
- **Advocacy and Projects** - ASE is the voice of the science education community – we work to raise the profile of science teaching and learning and champion the needs of those working across science education. We work closely with partners, policy makers and stakeholders to help shape science education policy and practice and to highlight the key challenges facing our community, drawing on research and evidence to inform our policy activities.

The opportunity

The ASE is currently looking for a Trustee with a financial background to join our Trustee Body as Treasurer. This role will help to support the CEO, Director of Finance and Operations, Quality & Audit Committee and other Trustees in carrying out their financial responsibilities, in particular with respect to strategic financial planning.

We pride ourselves on being a friendly and welcoming organisation, with a strong sense of community. The Trustee Body has responsibility for ensuring that the ASE carries out its purposes for public educational benefit as a charity, that the finances are properly regulated and monitored, that the Association complies with its governing documents and the law and that there are appropriate policies in place. The group takes a long-term view of the health of the Association and oversees the strategic plan.

We are committed to equity, diversity and inclusion and warmly welcome trustee applications from people of all backgrounds, communities and lived experiences. We believe a diverse board strengthens our work and impact.

Key Responsibilities:

- As a Trustee, to monitor and oversee the financial affairs of the Association on behalf of its members, ensuring that they are appropriately managed and comply with legal and regulatory requirements.
- The Treasurer will work in consultation with and on advice from the Chief Executive and

Director of Finance and Operations.

- The role is one of strategic oversight rather than involvement in day to day financial tasks.

In addition to the general responsibilities of being a charity trustee, the Treasurer will also:

- Take a lead on financial matters within the Trustee body in order to reassure Trustees that the Association's finances are being managed responsibly and funds are being used effectively and appropriately.
- Oversee budget setting and the construction of any longer term Business Plans.
- Report to trustees at Trustee meetings and advise Trustees on financial matters including results against budget, Cash Flow, going concern, reserves levels and appropriateness of financial controls.
- Liaise with the Director of Finance and Operations and the Chief Executive before Trustee meetings and more often as required to oversee the financial health of the ASE and challenge if required (through review of the key areas listed above).
- Ensure, in consultation with the Director of Finance and Operations, that all Trustees are appropriately trained to fulfil their duties in the oversight of the financial workings of the Association.
- Draft the Treasurer's Report for the Annual Accounts for publication in the Annual Report and present the Statutory Report and Accounts to members at the Annual General Meeting.
- Financial strategy within the broader organisational strategy and business plan.
- Oversee and support in the appointment and management of the auditors or Independent Examiners.
- Have particular regard for risk management, including the maintenance of appropriate financial controls.
- Support the organisation with forecasts for business development purposes.

Time commitment:

- Four formal Trustee body meetings per academic year (September, November, March and July). Generally meetings are held on line usually on a Wednesday and or Saturday.
- Attendance at the AGM, which takes place online in March each year.
- Attendance at the Remuneration Committee which meets online once per year.
- Attendance at one Audit or Independent Examiners meeting held in Jan/Feb ahead of the AGM and on completion of the annual accounts.
- Meetings with Director of Finance and CEO as required.

Specification:

Proven financial expertise, with a recognised accounting qualification.

Experience of charity finance is desirable but not essential. Experience of working with or in an SME and/or a background or interest in science/education would be an advantage but not essential.

Expenses:

Reasonable travel and accommodation expenses will be reimbursed to attend meetings.

Application: Please send CV and short statement outlining your interest in the role to Lynn Ladbroke (CEO) by the 16th May 2025

If you have any questions about the role, please contact: Manoj Chitnavis, Chair of Trustees (manojchitnavis@yahoo.com) or Lynn Ladbroke, Chief Executive (lynnladbrook@ase.org.uk)