



Trustee Role Description

Role title	Treasurer/Trustee	Hours	To be agreed
Location	Remotely and on occasion at the Jean Stokes Community Centre (Islington)	Salary	Voluntary role
Travel requirement	Occasional	Contract type	Voluntary- 2 years minimum
DBS Check	*To be completed upon appointment	Start date	ASAP
Accountable to	The Chair of Trustees Working closely with CEO/Lead Coordinator & board of trustees	Pension	N/A

Job Description – Treasurer, Board of Trustees

About the Charity:

ALAG (Asperger London Area Group) has been a registered charity since 2015.

ALAG is a pan-London membership community organisation, working in partnership with statutory services and the voluntary sector to highlight the needs of autistic adults.

ALAG provides valuable social and emotional support for autistic adults who do not also have a co-occurring learning disability but nonetheless can become vulnerable due lack of services and support.

We are dedicated to seeking practical initiatives and solutions when supporting individuals to come to terms with their diagnosis and to providing the tailored support that is essential to their well-being. One such initiative is the [Autism Hub, a user-led Islington/Camden initiative for autistic adults](#) which was established in 2018.

As well as providing information, advice and guidance to our members and supporting them to access services and engage with their community, **ALAG** also offers autism awareness training to a wide range of organisations, designed to improve conditions for autistic people.

About the role:

ALAG is looking to appoint a new Treasurer/Trustee, following the retirement of the current post holder in March 2024. This is a key position on the Trustee Board and the candidate will be joining the charity at a crucial stage in its development. The successful candidate will have a background in finance, strategy, governance and risk management.

The Treasurer would be expected to develop a close relationship with the CEO/Lead Coordinator as well as with the Board. The Treasurer will oversee financial matters for the charity and provide constructive advice to the CEO/Lead Coordinator at both a strategic and operational level. They will also report to the Board of Trustees at regular intervals about the overall financial health of the organisation.





Main duties:

- To oversee and present budgets, financial statements and management accounts to the Board after discussion with the CEO/Lead Coordinator.
- To be instrumental in the development of financial and reserve policies.
- To liaise with the CEO/Lead Coordinator and Finance Officer who are responsible for the financial management of the charity.
- Liaising with the charity's accountant, auditor/Independent Examiner to ensure the annual accounts are completed in a timely and appropriate fashion.
- Overseeing quarterly management accounts, payment certificates, and end-of-year accounts prepared by the Finance Officer.
- To ensure that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, e.g. The Charity Commission.
- Advising on the financial implications of the charity's strategic plan.
- Acting as a counter-signatory on payments over a certain value.
- Maintaining sound financial management of the charity's resources, ensuring expenditure is in line with the charity's objects.
- Monitor the overarching strategic management of the organisation's financial resources, and report to the CEO/Lead Coordinator and the board.
- Oversee the charity's financial risk-management process and report financial health to the board of trustees at regular intervals.
- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure that the organisation pursues its objects as defined in its governing document.
- To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation.
- To ensure that appropriate accounting procedures and financial controls are in place.
- To ensure equipment and assets are adequately maintained and insured.
- To contribute to the fundraising strategy of the organisation.

Treasurer person specification

- A good understanding of autism either professionally or through lived experience
- Commitment to ALAG and ALAG's values
- Preferred financial qualifications and relevant experience
- Some experience of charity finance, fundraising and pension schemes
- Competent IT skills, with working knowledge of Xero (or similar accounting software)
- The skills to analyse proposals and examine their financial consequences
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship, and the Treasurer role in particular
- Willingness to devote the necessary time and effort
- Strategic vision
- Willingness to be available to staff for advice and enquiries on an ad hoc basis

