

TASO

Transforming Access
and Student Outcomes
in Higher Education

Candidate information pack

Treasurer

Follow us



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**Until we get equality in
education, we won't have an
equal society.**

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Sonia Sotomayor

About TASO

The Centre for Transforming Access and Student Outcomes (TASO) is an affiliate What Works Centre, and part of the UK Government's What Works Movement. Our vision is to eliminate equality gaps in higher education.

TASO was set up in 2019 and became an independent charity in April 2021. Our work focuses on the generation, synthesis and dissemination of high-quality evidence about effective practice in widening participation and student outcomes. We primarily focus on developing and disseminating causal evidence.



Our Values

Continue to challenge

We are honest and transparent in every element of our work.

Integrity is everything

We challenge the status quo, push boundaries and strive for better.
from ourselves, from the team and from our stakeholders.

Always learning

We remain open-minded and curious, ever-ready to learn, develop or find out something new.

Stronger together

We support each other and believe in the strength of teamwork, partnership and collaboration.

Committed to equity

We strive to achieve fairness in everything we do.

Act with empathy

Our approach is driven by kindness, understanding and respect.



The role

TASO is seeking a new Treasurer to succeed our current Treasurer, who will be stepping down after four years of service.

As TASO moves into its next phase of development, we are looking for a Treasurer who can help shape and guide us to remain an effective and impactful organisation. We welcome candidates who are values-driven financial leaders, whether from higher education or any other sector, as we value diverse perspectives and fresh ways of thinking. Most importantly, our Treasurer should share a passion for TASO's mission.

The role requires a commitment of around one day per month. This will involve attending quarterly Board meetings, chairing our finance and risk committee, and occasionally providing input into working groups. Previous experience as a trustee is not necessary; TASO will provide a full induction and ongoing support to help you grow into this role.

We are committed to diversifying our Board and encourage applications from individuals whose identities are currently under-represented: LGBTQ+ people, disabled people, and those from Black, Asian, and minority ethnic backgrounds.

For a confidential discussion about this opportunity, please contact Omar Khan, CEO of TASO, at omar.khan@taso.org.uk.



Board of Trustees

The Board of Trustees is responsible for the overall governance and strategic direction of the charity, developing the organisation's aims, objectives and goals in accordance with the governing document, and legal and regulatory guidelines. The trustee board must act as a group and not as individuals and must always act in the best interests of TASO.

Trustees are unpaid. However, they may be reimbursed for expenses incurred in carrying out their duties in accordance with the travel and expenses policy. TASO is registered with the Charity Commission as a Charitable Incorporated Organisation (CIO) and Trustees will therefore benefit from limited liability.

The term of service for Trustees recruited in 2025 will be until 2028 in the first instance.



Duties

Statutory duties

- To ensure that TASO complies with its governing document, charity law and any other relevant legislation or regulations.
- To ensure that TASO pursues its objects as defined in its governing document.
- To ensure TASO uses its resources exclusively in pursuit of its objects: TASO must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.
- To contribute actively to the Board's role in giving strategic direction to the organisation, agreeing 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 protect and manage the property of TASO and to ensure the proper investment of TASO funds.
- To appoint further Trustees, Committee members etc including where relevant interviewing, appointing and monitoring the work and activities of the senior paid staff.

Other duties

In addition to the above statutory duties, each Trustee will be expected to use any specific skills, knowledge or experience they have to help the Board reach sound decisions.

Trustees will be expected to attend an induction session at TASO before their first board meeting. Board meetings are every quarter, and will take place during normal office hours. The majority of Board meetings will be held online, with at least one a year being held at TASO Head Office in London. Absence from all Board meetings in any six-month period without prior agreement with the Chair may result in a Board decision that the Trustee shall cease to hold office.



Role summary

The Treasurer's role is to oversee the charity's financial and risk management processes; monitor the charity's income, outgoings and cash-flow forecasting; and maintain a strategic overview of the organisation's financial resources.

Key responsibilities

- Leading the Board's duty to ensure proper accounting records are kept, financial resources are controlled, annual accounts are filed in a timely manner and that TASO is meeting its regulatory requirements as a charity.
- Reviewing TASO's financial performance and overseeing planning/budgeting processes with participation of the Board and constructively challenge where required.
- Advising on the financial implications of the charity's strategic plans, maintaining the charity's risk register, and overseeing the charity's financial risk-management process.
- Provide guidance and oversight in the development and approval of key financial policies, including reserves, cost management, and financial controls. Ensure these policies align with best practices and the organisation's strategic goals.
- To contribute to the effective leadership and governance of the organisation.
- Liaising regularly with CEO and COO making sure the Board is aware of any key financial and risk issues.



The attributes we are looking for in a Treasurer

Applicants will be expected to demonstrate their skills and experience against the following criteria in their written application and at interview. That said, we welcome applications from candidates with a range of skills and experience and encourage you to apply even if you do not meet each and every criteria specified below.

Essential

- Committed to be part of the Board for a minimum of three years.
- Established Financial Professional with experience of operating at a senior level.
- Financially literate with the ability to analyse and understand basic financial statements to focus on the correct areas of organisational performance.
- Good understanding of charity governance and how this applies to the role of a Board member.
- Adept with spreadsheets and financial modelling.
- Able to scrutinise operational budgets and ensure that financial assumptions are aligned with organisational and strategic aims.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship (further details can be found on [the government website](#)).

Desirable

- CIMA or ACCA qualified accountant.
- Knowledge of Charity SORP.
- Experience of Trustee Boards and/or committees.
- Experience of working with external auditors, including commissioning the audit process and approval of annual accounts.

Personal qualities

- Actively role models the professional conduct expected of a Board Member.
- Strong commitment to equality, diversity and inclusion.
- Enabling and supportive leadership style that motivates the executive, other staff and Board colleagues to deliver the best.
- Has the time and commitment to effectively discharge the responsibilities of the role, is able to attend all meetings and training as required.
- Able to contribute effectively to the work of the Board, providing appropriate strategic oversight and scrutiny of the organisation's work.
- Ability to proactively support the values of TASO.



How to apply

We are committed to diversifying the Board and welcome applications from people whose identities are currently under-represented on the Board: LGBTQ+ people, disabled people and Black, Asian and minority ethnic people.

For a confidential discussion about the opportunity please contact: Omar Khan, CEO, TASO on omar.khan@taso.org.uk

To apply, please send your CV and a [completed application form \(docx\)](#) to people@taso.org.uk with 'Treasurer' in the subject of the email.

**Deadline for applications is 25 November 2024 (09:00 GMT).
Interviews will take place on 12 December 2024.**



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Equality! Where is it, if not in education? Equal rights! They cannot exist without equality of instruction.

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Frances Wright

