



ASSOCIATION OF SPECIAL CONSTABULARY OFFICERS

✉ hello@asco.police.uk  
🌐 asco.police.uk  
📍 The Enterprise Centre, University Drive,  
Norwich NR4 7TJ

Job Description: **Finance Trustee (Treasurer)**

Reporting to: **Board of Trustees**

**Voluntary Position | UK-Wide | c. 3-6 hours per month**

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## About ASCO

The Association of Special Constabulary Officers (ASCO) is the nationally recognised professional body for Special Constables across the UK.

Our mission is simple but vital: **to ensure every Special Constable has a positive, safe and rewarding volunteer career that enhances public safety, trust and confidence in policing.**

We achieve this by:

- Championing professional standards and evidence-based practice
  - Supporting inclusive leadership and community connection
  - Influencing national policing, legislation and policy on behalf of Special Constables
  - Providing research, development, campaigns, events, training and support to our members
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## Role Overview

ASCO is seeking a **Finance Trustee** acting as Treasurer, to provide strategic oversight of ASCO's financial health to ensure the charity remains viable and capable of meeting its objectives.

While ASCO funds an external accountancy firm to complete and submit statutory returns, the **Finance Trustee** focuses on high-level financial stewardship as well as business as usual financial queries and banking support. The role ensures the Board of Trustees understands the organisation's financial position, the implications of strategic decisions, and the requirements of grant funding.

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## Key Responsibilities

### 1. Strategic Financial Management

- **Financial Insight:** Interpret financial data provided by the external accountancy firm, charity banking and other relevant data sources to help Trustees understand ASCO's current financial standing and long-term sustainability.
- **Impact Assessment:** Provide expert advice on how proposed strategic changes or new projects (e.g., technology or training initiatives) may impact the financial health and reserves of the charity.

## Funding and Partnerships

- **Grant Compliance:** Work closely with grant funders (e.g. Home Office) and sponsors to ensure that funding routes are compliant, efficient, and aligned with ASCO's charitable purposes.



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- Sponsorship Stewardship: Collaborate with the Chair and other Trustees to ensure that income from sponsors is managed according to agreed terms and Charity Commission guidelines.

### Financial Governance and Control

- Internal Controls: Maintain and review the Financial Control Policy, ensuring robust procedures for the prevention of fraud and error.
- Payment Authorisation: Act as a primary authorised signatory for bank transfers, operating under a dual-mandate structure with another unrelated Trustee.
- Budgeting: Lead the annual budget-setting process, coordinating input from Trustees and Project Leads to ensure financial resources are allocated to further ASCO's mission.

### Board Representation and Compliance

- Reporting: Present quarterly financial update to the Board, highlighting performance against restricted and unrestricted funding.
- Audit Liaison: Serve as the primary point of contact for the external accountancy firm, providing the necessary records and information to authorised parties as required (e.g. auditors).
- Statutory Duties: Ensure the charity complies with the Charities Act 2011 regarding the keeping of accounting records and the preparation of annual reports.

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## Skills & Attributes

### Essential

- Demonstrated experience in financial management or accountancy.
- "Ability to translate complex financial data into clear, "plain English" strategic advice."
- Knowledge of the Charity Commission's requirements for financial reporting and governance.

### Desirable

- Experience working within policing or volunteer-based organisations.
- Experience in managing relationships with grant-making bodies or corporate sponsors.
- Familiarity with charity governance or trustee responsibilities.
- Understanding of Special Constabulary culture, policy, and national landscape.

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## Time Commitment

- Approximately **3-6 hours per month**, including:
  - Attendance at quarterly board meetings
  - Financial planning meetings
- Additional time may be required during peak periods relating to annual financial cycles.



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- This is a voluntary, non-remunerated role. Approved out-of-pocket expenses will be reimbursed.
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### **What You'll Gain**

- Opportunity to shape national strategy directly improving public safety in the UK.
  - Strategic experience in the financial leadership of a national charity.
  - A place on a dynamic trustee board contributing to meaningful change in policing.
  - The chance to support volunteers dedicating thousands of hours to serving the public each year.
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### **How to Apply**

We welcome applications from individuals with a passion for bringing their expertise to help us achieve our charitable objectives.

Apply as per the website this JD was found on, for any questions please contact [hello@ASCO.police.uk](mailto:hello@ASCO.police.uk)