

Role Description: Treasurer

The Association of Higher Education Professionals (AHEP) is the professional home for staff working in higher education professional services across the UK and beyond. We connect and develop individuals at every stage of their careers, providing professional recognition, learning opportunities and a strong sense of community.

This is an exciting time to join AHEP's Board of Trustees. The higher education landscape is evolving rapidly, and the need for a confident, skilled and connected professional services community has never been greater. AHEP is seeking an experienced finance professional to serve as Treasurer and member of the Board of Trustees. The Treasurer is one of the Association's Officers and plays a key role in providing assurance on financial management, supporting strategic decision-making and contributing to AHEP's long-term sustainability during a period of sector change.

About AHEP

AHEP is a registered charity and professional association representing higher education professional services staff. Through our membership, professional development and consulting services, we enable institutions and individuals to achieve excellence in management, leadership and operational delivery. Guided by our five-year strategy *Reaching Higher (2023–2028)*, AHEP's work focuses on three core strands:

- **Identity, purpose and engagement** – raising the profile and recognition of higher education professionals.
- **Fit-for-the-future development** – providing relevant, high-quality professional development and membership benefits.
- **Strategic sector partnerships** – building collaboration and alignment across higher education.

Our values underpin everything we do. We are credible and trusted, collaborative and inclusive, empowering and member-focused, welcoming and reflective. These values guide how we work with members, partners and one another. AHEP's activities are delivered by a small, dedicated team led by the Executive Director, who reports to the Board of Trustees. The Board provides strategic oversight, ensures good governance and upholds AHEP's charitable purpose.

The Sector Context

The UK's higher education sector is experiencing major reform, as government policy seeks to link education, skills and employment more closely, expand technical learning routes and strengthen financial sustainability. These shifts are changing how universities operate and how professional services contribute to strategy, efficiency and innovation.

For AHEP, this context reinforces the importance of sound governance, strategic clarity and strong financial stewardship. The Board's role is to ensure that AHEP

remains a confident, resilient and forward-looking organisation that represents and supports the professional services community through change.

The role of Treasurer

The Treasurer shares collective responsibility with fellow trustees for the governance and strategic direction of the charity and its trading subsidiary, AHEP Enterprises Ltd. Working closely with the Chair, Executive Director and Head of Finance, the Treasurer provides assurance to the Board on financial management and supports effective decision-making.

Key responsibilities include:

- Reviewing budgets, management accounts and financial statements and advising the Board on AHEP's financial position.
- Supporting the Board in understanding its financial duties and responsibilities.
- Ensuring that appropriate financial controls and risk-management processes are in place.
- Advising on opportunities for income generation and cost control.
- Liaising with external auditors and presenting the annual accounts at the AGM.
- Acting as a sounding board for the Head of Finance and providing constructive support.
- Contributing actively to wider Board discussions and decisions as a full trustee.

Person Specification

We welcome applications from both within and outside higher education, provided there is a genuine appreciation of the higher education context and the distinctive nature of a small professional membership body.

For this role, a high level of financial literacy and professional rigour is essential. The Treasurer must be able to interpret financial information confidently, challenge constructively and work closely with the Executive Director and Head of Finance to support AHEP's long-term sustainability.

We are seeking candidates who can demonstrate:

- A recognised accounting qualification (essential).
- Substantial experience in financial oversight, such as serving as a Treasurer, Head of Finance or similar senior role (essential).
- Experience of charity, company or public-sector financial management, including financial controls and risk management.
- Strong analytical skills and the ability to communicate financial information clearly to non-specialists.
- Sound strategic thinking, curiosity and judgement.
- A collaborative mindset and a commitment to AHEP's mission to empower, connect and develop higher education professionals.
- Prior board or trustee experience is welcome but not essential. Induction and governance support will be provided.

Term and commitment

Trustees are typically appointed for a term of three years and may be reappointed for one further consecutive three-year term. After serving two terms, trustees step down for at least three years before being eligible for reappointment.

The overall time commitment is modest but meaningful. The Board meets quarterly, combining online and in-person meetings, and trustees are also encouraged to attend key events such as the AGM, Annual Conference and Annual Lecture. In addition to the four main Board meetings each year, the Treasurer normally meets monthly with the Head of Finance and may occasionally join Officers' discussions.

This is a voluntary position. AHEP reimburses reasonable travel and subsistence expenses in line with its policy, and attendance at the Annual Conference is covered.

Equality and Inclusion

AHEP is committed to equality of opportunity and values diversity in all its forms. We welcome applications from people of all backgrounds, particularly those currently under-represented in leadership positions in higher education and the broader professional community. Appointments are made on merit through an open and transparent process.

How to Apply

Please send your CV and a short covering letter outlining your relevant experience and motivation for joining AHEP's Board to chair@ahep.ac.uk.

Closing date: recruitment will close when we have sufficient applicants