

Finance Support Consultant Advert

The Association for the Study of Primary Education (ASPE) is seeking a Finance Support Consultant to work alongside our Executive Committee. This consultancy role will provide expert advice and practical support to strengthen the robustness of our financial systems, enhance governance processes, and guide the Association in managing and developing its investment portfolios.

About the Role

The consultant will undertake a strategic review of ASPE's current financial systems and practices, identifying areas for improvement and recommending solutions that align with charity governance requirements. They will advise the Executive Committee on best practice in financial oversight, risk management, and reporting, ensuring that ASPE's financial operations remain transparent, compliant, and sustainable. In addition, the consultant will provide guidance on investment strategies, helping the Association to steward its resources responsibly and in line with its charitable objectives.

Key Responsibilities

- Review and advise on ASPE's financial systems, controls, and reporting structures.
- Strengthen governance arrangements to ensure compliance with charity law and financial regulations.
- Provide recommendations for improving efficiency, transparency, and accountability in financial management.
- Advise on investment portfolios, including risk assessment and ethical considerations.
- Support the Executive Committee in developing long-term financial strategies that sustain ASPE's mission.

Person Specification

We are seeking an experienced finance professional with:

- A strong background in charity finance, governance, or non-profit financial management.
- Demonstrable expertise in investment portfolio management and risk assessment.
- Excellent communication skills, with the ability to present complex financial information clearly to non-specialists.
- A collaborative approach, with experience of working alongside boards or executive committees.
- Commitment to ASPE's values and mission in advancing primary education research and practice.

Terms

- Consultancy appointment, flexible hours by agreement with the Executive Committee.
- Honorarium or fee structure to be agreed, commensurate with experience and scope of work. It is expected that we will pay around £8,000 in the first year.
- This is a 1 year role initially.
- Remote working, with occasional attendance at meetings or events in the UK as required.

How to Apply

Please send a CV and cover letter to secretariat@aspe.org.uk by 30th of January, 2026 at 9:00am. At this point, an initial scoping meeting will be set up with candidates in order to establish a quotation for the work required.