



ROLE PROFILE	
Role Title	Finance Volunteer
Location	Remote
Commitment	Approx. 5 hours per week
Report To	CEO
THE ROLE	
<p>As we build towards our goals, it will become critically important to get our finances right and above board. The key activity will be looking at where we are and making sure we have simple but also suitably scalable processes in place to ensure that our financial management can be both as light and as robust as possible.</p> <p>As we become more financially established and active, we'll need these processes to be well-managed on an ongoing basis. This role is crucial for our smooth running as a charity and to ensure our funders, supporters and donors can be confident that their donations are being spent according to their wishes.</p> <p>Key areas of focus will be:</p> <ul style="list-style-type: none"> • Auditing our current financial arrangements and assessing what we will need as we grow • Creating easy to assimilate monthly reporting • Ongoing Book-keeping • Annual Accounting (and any necessary submissions – e.g Charity Commission) • Managing and reporting on our Bank Account and our Donation Platforms • Tracking donations, including ensuring restricted donations are set aside for their intended purpose • Managing and advising on best practices for Gift Aid • Creating simple and accessible documentation on financial processes • Setting up and managing employee finances – e.g., payroll, pensions, expenses, etc. 	
PERSON SPECIFICATIONS	
<p>This post will suit an individual with experience in accounting or finance, ideally in a charity environment and an interest in engaging with the voluntary sector.</p> <p>You will be a competent and very reliable and communicate effectively with the CEO and other finance volunteers.</p> <p><i>The successful candidate will be strongly aligned with the values and the approach of the charity, and passionate about the changes we are trying to make in the lives of autistic children. They will ideally also take part in some of our team activities with our community of volunteers on a voluntary basis.</i></p>	
OUR ORGANIZATION	
<p>The Transforming Autism Project is a new charity focusing on early intervention for young autistic children. Our goal is to truly transform lives through the home-based family services available to families with young autistic children.</p>	

We also challenge conventional perceptions of autism and offer our own radical and empowering perspective. This can be seen in our [TED talk](#), which has now been viewed by well over 200,000 people and received great acclaim from the autistic community.

What is distinctive about our approach is that it focuses on facilitating a strong trusting relationship between child and their parents/primary caregivers, as primary means of reducing anxiety and enhancing the child's sense of security to enable them to realise their full potential.

We are a strongly values-driven organisation, and are committed to manifesting our values in how we relate to each other, in what we are trying to achieve and in how we do it. Our values come under 3 core headings:

Unconditional Respect	Courage	Purpose
<ul style="list-style-type: none">•Kindness•Trust-based Collaboration•Responsivity	<ul style="list-style-type: none">•Pioneering Big Thinking•Ambition•Perspectives, Not Positions	<ul style="list-style-type: none">•Positive Approach•Ownership•Continuous Learning & Improvement

Please visit <https://transformingautism.org/purpose/> to read more and to watch a video by our founder.

The Transforming Autism Project (TAP) is currently launching the Support programme aimed at young autistic children and their parents/primary caregivers. The Support programme is jointly implemented by a team of child psychotherapists and paediatric occupational therapists alongside support from Norland College.

The **Transforming Autism Project** have a new opportunity for a Paediatric Occupational Therapist who will work closely with the child psychotherapist for the implementation of the support programme

This post will suit a Paediatric Occupational Therapist with an accredited relevant qualification, has experience of multi-professional practices, and is interested engaging with the voluntary sector.

The Transforming Autism Project value diversity and we're committed to creating an inclusive culture where everyone is able to be themselves and to reach their full potential.

For more information or to apply, please e-mail a copy of your CV to jobs@transformingautism.org. We aim to respond to your email within 5-10 days.

To find out more about the Transforming Autism Project, please visit:

transformingautism.org