

Voluntary Trustee Vacancy

Treasurer



PLP is looking for a voluntary treasurer to be appointed to our Board of Trustees (Management Committee). If you are interested in applying please contact Diane Astin on 0845 543 5942 or d.astin@publiclawproject.org.uk, the deadline for applications is **April 29th 2011 at 6pm.**

Primary duties

The responsibilities of the treasurer are to monitor the financial position of PLP and ensure its financial stability.

This includes:

- ensuring that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations;
- contributing actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets;
- reviewing our monthly management accounts and ensuring effective and efficient administration of the organisation;
- being assured that the financial resources of the charity meet its present and future needs and advising other members of the Management Committee on financial issues;
- ensuring that the charity has an appropriate reserves policy;
- ensuring that appropriate accounting procedures and controls are in place;
- advising on the financial implications of the charity's strategic plan;
- ensuring that the charity has an appropriate investment policy;
- ensuring that there is no conflict between any investment held and the aims and objectives of the charity;
- monitoring the charity's investment activity and ensuring its consistency with the charity's policies and legal responsibilities;
- together with the Director, ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, eg the Charity Commission and the Registrar of Companies.
- ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented;
- keeping the Board informed about its financial duties and responsibilities;
- making a formal presentation of the accounts at the Annual General Meeting and drawing attention to important points in a coherent and easily understandable manner.

Management Committee meetings are held every 1-2 months on weekday evenings in Central London. Meetings last for around 2 hours.

Qualifications

We are looking for a person with professional financial management and/or accountancy qualifications and skills. It is also desirable (but not essential) to have some experience of charity accounts and the accounting requirements placed on lawyers.

Person Specification

- The skills to analyse proposals and examine their financial consequences.
- A commitment to the organisation.
- Willingness to devote the necessary time and effort to effectively support the organisation (including Management Committee meetings are held every 1-2 months).
- Strategic vision.
- Good, independent vision.
- Ability to think creatively.
- Willingness to speak their mind.
- An ability to work effectively as a member of a team.
- The skills to analyse proposals and examine their financial consequences.
- Preparedness to make unpopular recommendations to the Board.
- Willingness to be available to staff for advice and enquiries on an ad-hoc basis.

About PLP

The Public Law Project (PLP) is a national legal charity which aims to improve access to public law remedies for those whose access to justice is restricted by poverty or some other form of disadvantage. The Public Law Project (PLP) is a national legal charity which aims to improve access to public law remedies for those whose access to justice is restricted by poverty or some other form of disadvantage.

Within this broad remit PLP has three main objectives:

- increasing the accountability of public decision-makers;
- enhancing the quality of public decision-making;
- improving access to justice.

PLP carries out casework, brings test cases, trains other lawyers and advisers and carries out research on access to justice. We have just celebrated our 21st anniversary with a sell-out fundraising dinner and expect to extend our work over the coming years.