

# Voluntary Trustee Vacancy

## Treasurer



### About PLP

PLP (an independent, national, legal charity) aims to improve access to public law remedies for those facing poverty, discrimination or other disadvantage. We undertake research, policy initiatives, casework and training across public law areas. Our work is carried out by a small but committed group of staff and volunteers supported by an expert management committee. We have worked hard to merit a reputation for high quality, creative and ground-breaking legal work. We have just celebrated our 21st anniversary with a sell-out fundraising dinner and expect to extend our work over the coming years.

We are now seeking a voluntary treasurer to be appointed to our Management Committee. If you are interested in applying please send a CV, equality monitoring form and covering letter to [h.whyman@publiclawproject.org.uk](mailto:h.whyman@publiclawproject.org.uk) or to 150 Caledonian Road, London, N1 9RD. If you require further information please call Hollie Whyman on 0845 543 5942.

### Time Commitment

The minimum time commitment for trustees is regular attendance at Management Committee meetings. There are held every one to two months, on weekday evenings in Central London. Meetings last for around two hours and there will usually be pre-reading of around an hour per meeting. In addition to the minimum, trustees are encouraged to work with each other and staff between meetings to specific portfolios (for the Treasurer, it is anticipated that the key portfolio would be financial). On average, optional sub committee responsibilities might take up to an additional hour to two hours a month, on an ad hoc basis.

### Primary duties

In addition to the shared, general responsibilities of a trustee the treasurer's specific role is to monitor the financial position of PLP and help ensure its financial stability.

These responsibilities include:

- ensuring that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations;

- contributing actively to the Management Committee's role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets;
- advising on the financial implications of the charity's strategic plan;
- keeping the Management Committee informed about its financial duties and responsibilities;
- reviewing PLP's monthly management accounts and drawing attention to important points in a coherent and easily understandable manner.
- 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;
- monitoring any investment activity and ensuring its consistency with the charity's policies and legal responsibilities;
- in conjunction with the staff finance team ensuring that appropriate accounting procedures and controls are in place;
- ensuring the annual 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 annual accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented;

## 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 and sympathy with its aims.
- Willingness to devote the necessary time and effort to effectively support the organisation (the minimum commitment is attendance at meetings).
- 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.
- Preparedness to make unpopular recommendations to the Management Committee and/or staff.
- Willingness to be available to staff for advice and enquiries on an ad-hoc basis.