



Treasurer of the Board of Trustees

Role Title: Treasurer

Accountable to: Board of Trustees

Responsible for: Financial Oversight of the Charity

Location: Meetings held virtually and in person at ILP's London office

Term of Office: 3 years, serving a maximum of three consecutive terms

Expected Time Commitment: 4 hours per month (including attendance at quarterly Board meetings)

About International Lawyers Project

ILP is an alliance of talented and passionate lawyers drawn from diverse countries and cultures across the globe. We pull together teams of pro bono experts to support the policy and legal needs of individuals, communities and organisations that would otherwise not have access to expert advice.

A UK registered charity founded in 2005, we are staffed by a group of lawyers dedicated to using the law to achieve economic and environmental justice through strategic pro bono legal support. Our focus areas are environment and sustainable development, sustainable finance, governance and accountability (with a focus on anti-corruption measures) and protecting the civic space of those working on these themes. For nearly twenty years we have supported partners in more than 80 countries.

We are proud to have a diverse staff team from Africa, Asia and Europe, reflective of the communities we support. Our staff have extensive experience in our focus areas, as well as international law and development. We work primarily in the Global South, with active projects across sub-Saharan Africa, Latin America, Asia and Europe.

As a charity, our ultimate aim is to help our partners create long-lasting change in some of the world's poorest regions.

Our vision is a just and sustainable world in which the law serves as a tool for those who need it most.

Role of the Treasurer of the Board

ILP has an [11-member Board](#), with members based in the UK, Kenya and the USA. You will be joining a collegial team with a wide range of expertise in the thematic areas of ILP's work and experience in charity governance.

The overall role of the Treasurer is to assist the Board to maintain effective oversight of the financial management of ILP, in order to ensure its financial viability.

ILP is a growing and ambitious organisation, with its budget doubling in size over the course of the last two years. Currently with a budget sat at approx. £500K and additional £4M value in pro bono work, we are looking for an individual who is able to support the team as it continues to grow and move to the next level.

Person Specification

- Fully qualified chartered accountant, ideally with charity accounting experience;
- Demonstrable skills in analysing financial proposals and accounts, and examining their consequences;
- Good, independent judgment;
- Willingness to devote the necessary time and effort to effectively support the charity;
- Good communication and people management skills.

Key Responsibilities:

1. Strategic

- Assist and advise in the implementation of the Charity's strategy with particular focus on ensuring that the Charity has the necessary resources for its delivery;
- Advise on taking on new donors / new compliance requirements.

2. Financial

- Advise the Board on how to carry out its financial responsibilities, providing expert guidance on financial matters;
- Present financial reports to the Board in a format that helps the Board understand the charity's financial position;
- Oversee the preparation of monthly management accounts, the annual budget and the annual accounts with expert scrutiny;
- Support for possible future recruitment of a finance officer;
- Liaise with relevant professional advisors;
- Advise on establishing appropriate financial policies and accounting procedures and controls, and ensure that these are reviewed on a regular basis;
- Support the Executive Director and book-keeper on some day-to-day financial duties, such as book-keeping, budgeting and preparing of financial reports.

3. Governance responsibilities as a Board member

- Ensure the charity is carrying out its purpose for the public benefit;
- Comply with the charity's governing document and the law, particularly as it pertains to the charity's financial duties and responsibilities;
- Attend four Board meetings a year, and any other meetings as appropriate, and read board papers in preparation for the meeting.

In addition to the above responsibilities, each trustee, including the Treasurer, should use any specific skills, knowledge or experience they have to help the Board of trustees reach sound decisions. This may involve scrutinising Board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

How to Apply

Please submit your application to contact@internationallawyersproject.org. Applications will be reviewed on a rolling basis.

The current Treasurer and Chair are happy to answer any questions you may have in advance.

To be considered, applications must include the following:

1. An updated CV of no more than three pages;
2. A cover letter of no more than two pages which concisely explains why you are interested in the role and how you meet all the requirements set out in the Candidate Profile.