

# The Access to Justice Foundation

## Trustee & Honorary Treasurer Recruitment Pack

May 2024

<b>Position</b>	<b>Trustee &amp; Honorary Treasurer</b>
<b>Salary</b>	Unremunerated – but reasonable expenses will be reimbursed
<b>Hours</b>	Flexible – with some scheduled meetings, approximately 5-6 days of time over the course of a year
<b>Location</b>	Hybrid – Board meetings are held in London but there are opportunities to attend most meetings remotely

### 1. About Us

The Access to Justice Foundation is the UK's only national charity solely focused on providing funding and support for access to legal advice and representation. We raise funds and distribute them strategically to organisations that provide free legal advice to the most vulnerable in society. We are led by the legal profession and work closely with other funders and the advice sector. We rely on the support of the legal community to help us raise funds and raise awareness of the work which we support.

Our **vision** is a society where everyone has access to justice. Our **mission** is to improve lives by increasing the availability of quality legal advice and support. Our **objectives** are:

1. Increase available resources for the provision of free legal advice and support across the UK.
2. Develop and implement grant making programmes which align with our values, improve reach, and maximise impact.
3. Improve understanding and awareness of the role of the law as a tool for social justice.

*If you would like an informal conversation about this position, contact Andrew Seager, Vice Chair via [andrewseager@atjf.org.uk](mailto:andrewseager@atjf.org.uk) to arrange a discussion.*

### 2. Opportunity Description

#### 2a. Role Summary

This is a rare opportunity to join a forward-thinking organisation as a trustee and honorary treasurer. This role will have a substantial and meaningful impact on our organisation – the new trustee will play an important role in the oversight and strategic execution of our finances and governance during an exciting period of organisational growth and development.

As a member of the Board of Trustees and as its honorary treasurer, you will ensure the charity is carrying out its purposes for the public benefit and in compliance with its governing document and the law; monitor the financial administration of the charity and authorise key payments; and chair the board's Governance, Risk and Audit Committee.

We are striving to run an inclusive search process. We believe that diverse identities and experiences will strengthen our Board of Trustees. We strongly encourage candidates of all identities and experiences to apply.

## 2b. Duties and Responsibilities

The honorary treasurer is a key member of our Board of Trustees. The duties of this role include:

- **Trustee duties:** Those who serve as trustees of the Access to Justice Foundation have duties, responsibilities, and liabilities both under [Company Law](#) as Directors and under [Charity Law](#) as Trustees. Candidates must demonstrate high standards of corporate and personal conduct including impartiality, fairness, integrity, respecting confidences, and objectivity in the execution of the role and responsibilities.
- **Chair of the Governance, Risk and Audit Committee:** Working closely with the Finance & Operations Team, set the agenda and manage the board committee that oversees the foundation's internal controls, risk management, and other key aspects of our organisational governance.
- **Year End Accounts:** Work with our auditors and the Finance and Operations Team to oversee the preparation our year end accounts and successful completion of our annual audit – including meeting with the Finance & Operations Team and the auditors as well as reviewing the trial balance, initial workings, and draft accounts.
- **Meetings:** Regularly attend board meetings (6 times per year), committee meetings (5 times per year), and occasional meetings with the Finance and Operations team.
- **Oversight:** Authorise key payments. Regularly spot check QuickBooks and our bank statements. Review monthly and quarterly account reconciliations.

## 2c. Person Specification

### Essential

- An understanding of and commitment to the Foundation's vision, mission, and objectives
- Strong financial acumen with demonstrable experience of applying this in a leadership role
- Professionally qualified with a relevant accountancy qualification
- Ability to work collaboratively both with the Board and the staff team, including the provision of advice on the financial implications of strategic decisions and the provision of financial oversight for the Foundation
- Experience in identifying and mitigating financial risks
- Ability to analyse and interpret complex information, highlighting long-term trends and communicating effectively to the wider board
- Innovative thinking with excellent communication skills to debate, challenge and influence the work of the Foundation
- A willingness to devote the necessary time and commitment to the role

### Preferred

- Prior trustee or treasurer experience

## **2d. Schedule and Time Commitment**

It is envisaged that appointments will be for an initial term of three years which may be extended by up to two further three-year terms. In total, this role will require approximately 5-6 days of time over the course of a year.

## **3. How to Apply**

### **3a. Application Contents**

Working as a trustee of the Access to Justice Foundation is hugely rewarding, and if you share our vision to ensure access to justice, we would be delighted to hear from you.

To apply, please prepare a **CV** (no more than 2 pages of A4) and a **covering letter** (no more than 2 pages of A4). Your covering letter should tell us (i) why you are motivated to become a trustee of the Access to Justice Foundation, (ii) why this role is right for you, and (iii) why your skills, experience, and qualifications meet the essential requirements for this role.

### **3b. Submission**

Submit your application [via CharityJob \(click here\)](#) by 11:30pm GMT on 16 June 2024. Please note that we will not accept incomplete applications or those submitted via email.

### **3c. Recruitment Timeline**

We will tentatively hold initial interviews virtually in late June or early July 2024. For some candidates, this will be followed by an in-person final round interview. Successful applicants will be asked to take up their appointments as soon as possible.

If you do not hear from us within 30 days of the closing date of this application, please assume your application has been unsuccessful on this occasion. Please note that we do not provide feedback to candidates.

### **3d. Diversity, Inclusion, and Accommodations**

We care deeply about centring equity, diversity, and inclusion in our organisation and in our mission, and we are striving to run an inclusive search process. We believe that diverse identities and experiences will strengthen our Board of Trustees. We strongly encourage candidates of all identities and experiences to apply.

If you require an accommodation to complete this application, please contact [enquiries@atjf.org.uk](mailto:enquiries@atjf.org.uk).