# Trustee & Honorary Treasurer

November 2026

| Position | Trustee & Honorary Treasurer |
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| Salary | This is a voluntary appointment. Reasonable expenses incurred in carrying out trustee duties will be reimbursed in accordance with the Foundation's expenses policy. |
| Commitment | At least 1.5 days per month, with flexibility at key points |
| Location | Meetings held in Central London and online |

## 1. About Us

The Access to Justice Foundation is the only funder dedicated to increasing free legal support, advice and representation across the UK. We work with other funders and individuals to increase the money available for free legal advice, and with community organisations to ensure people facing a legal problem get the help they need. We focus specifically on communities where people are less likely to know about or to be able to access legal help.

We're not your standard funder. We don't just distribute funds; we work hard to raise them. We do that in several ways:

1. We partner with other major funders across the UK to increase and distribute funding for free legal advice
2. We work with the legal profession to increase its support for free legal advice. We're the designated recipient for pro bono costs orders and undistributed damages from collective actions, and we work with law firms to use residual client balances for the greater good
3. We support individuals who want to fund access to justice - either through donations or fundraising events

We're not an endowed foundation, so the money we raise each year is the money we have to distribute. We run open funding rounds, so we're always open to partnering with new and different organisations to help provide access to justice where it's needed most. We truly partner with the people we support, so in addition to funding we bring organisations together and share learnings to help make all of us stronger and more resilient. You can find out more about our work at www.atjf.org.uk.

A significant opportunity for the Foundation lies in its role as the prescribed recipient of undistributed damages from opt out collective proceedings before the Competition Appeal Tribunal (CAT). The Foundation has also pursued awards in settled cases where no prescribed recipient is specified. Receipts from current and future cases could be substantial, although the timing and amounts are uncertain. This creates an important opportunity to increase support for access to justice and places greater demands on financial stewardship, investment and liquidity planning, risk management and governance.

## 2. Job Description

### 2a. Role Summary

The Access to Justice Foundation is seeking an experienced and strategically minded Trustee and Honorary Treasurer to provide financial leadership, independent scrutiny and sound governance during a period of organisational development and potential growth in funding and complexity.

As a member of the Board and Chair of the Governance, Risk and Audit Committee, the Treasurer will work closely with fellow trustees, the Chief Executive and the Finance and Operations Team to support long term financial sustainability, ensure proportionate controls and oversight and help the Foundation make informed decisions about opportunities, investment, reserves and risk. The role combines strategic judgement with practical responsibility for financial assurance, the annual audit and specified authorisations.

The prospect of material receipts from CAT proceedings is a particular consideration. The Treasurer will help the Board ensure that the Foundation has the financial controls, investment oversight, capacity and decision-making arrangements needed to receive, safeguard and deploy potentially significant funds responsibly.

### 2b. Schedule and Time Commitment

The initial appointment is expected to be for three years, with the option to extend for up to two further three-year terms. Candidates should be prepared to serve at least two terms, subject to mutual agreement and satisfactory performance.

The role involves six Board meetings and five Governance, Risk and Audit Committee meetings each year, together with preparation, periodic discussions with the executive and auditors, financial authorisations and engagement between meetings as required.

We anticipate that the role requires a time commitment of at least 1.5 days per month.

### 2c. Duties & 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 carrying out the role.
- **Governance, Risk and Audit Committee**: Chair the committee effectively, setting the agenda in collaboration with the executive and leading proportionate scrutiny of internal controls, risk management, financial report, audit, investments and governance.
- **Strategic financial leadership**: Advise the Board on the financial implications of strategy, significant funding opportunities and organisational development, considering financial sustainability, capacity and risk.
- **CAT related funding and readiness:** Support the Board and executive in assessing the financial and operational implications of receipts from current and future CAT proceedings, including scenario planning for uncertain timing and scale, appropriate investment and liquidity arrangements and robust governance of the use of funds.
- **Financial stewardship:** Oversee the adequacy of reserves, cash flow and liquidity planning, investment arrangements where applicable and appropriate management of restricted or otherwise committed funds.
- **Audit and annual accounts**: Work with the auditors and Finance and Operations Team to oversee the preparation and scrutiny of the annual accounts and effective completion of the annual audit.
- **Financial oversight and controls**: Provide proportionate assurance over financial systems and reporting, authorise key payments including payroll and payments above £75,000 in accordance with agreed delegations and undertake appropriate spot checks of accounting and bank records.
- **Board contribution**: Explain complex financial information clearly, identifying emerging trends and risks and offer informed, independent and constructive challenge while maintaining a supporting relationship with the executive.
- **Meetings**: Attend Board and committee meetings and meet periodically with the Finance and Operations Team and auditors as required.

**2d. Person Specification**

**Essential**

- Commitment to the Foundation's purpose, values and ambition to widen access to justice.

- A relevant professional accountancy qualification and substantial senior financial leadership experience.
- Proven ability to contribute to strategic decisions, assess financial sustainability and advise governing bodies or senior leadership teams on complex financial issues.
- Strong understanding of governance, internal control, audit and organisational risk, with the credibility and judgement to chair the Governance, Risk and Audit Committee.
- Experience of overseeing significant budgets, financial flows or complex funding arrangements and of managing the associated financial risks.
- Experience of preparing for or overseeing material, potentially irregular funding inflows, with the judgement to guide scenario planning, prudent stewardship and the development of proportionate governance arrangements.
- Ability to assess reserves, liquidity, cash flow and investment risks and to oversee appropriate investment governance, whether directly or through specialist advisers.
- Ability to interpret financial and non-financial information, identify longer term trends and communicate clearly to colleagues without specialist finance backgrounds.
- Independent judgement, constructive challenge and an inclusive and collaborative leadership style, with a commitment to promoting diversity of thought, background and experience and contributing to a Board culture in which different perspectives are welcomed and valued.
- Capacity to meet the practical demands of the role and willingness to make a sustained contribution to the Board.

**Desirable**

- Previous trustee, Treasurer, audit committee or comparable non-executive committee experience.
- Experience of charities, grant making, restricted funds or complex partnerships with public and private funders.
- Experience of organisational growth, changing funding models or substantial changes in financial scale and complexity.

## 3. Timetable

**Applications for this role**, should be submitted via the Anderson Quigley website by **Monday 18 January 2027**.

Access to Justice Foundation wish to hold final panel interview by mid-February 2027.

## 4. How to Apply

Anderson Quigley is advising The Access to Justice Foundation on this appointment. Applications and confidential enquiries should be directed through Anderson Quigley (www.andersonquigley.com ).

Please submit a CV and a covering letter of no more than two A4 pages outlining your motivation and how your experience meets the person specification. Closing date of Monday 18 January 2027.

Please contact Helene Usherwood at helene.usherwood@andersonquigley.com or +44 (0)7719 322 669 or Aino Betts at aino.betts@andersonquigley.com for a confidential discussion.

The Access to Justice Foundation is committed to building a diverse and inclusive Board that reflects the communities it serves. We welcome applications from people of all backgrounds and particularly encourage those whose perspectives and experiences are currently underrepresented in charity leadership.

We recognise that talented individuals take different routes into senior leadership and welcome candidates who can demonstrate the required skills and experience through a range of professional backgrounds. Reasonable adjustments are available throughout the recruitment process.