A logo for a law firm

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**Hammersmith & Fulham Law Centre seeks Treasurer to join Trustee Board**

Hammersmith & Fulham Law Centre is a vibrant Law Centre located in central Hammersmith. It has been providing legal advice and representation to people in the community for over 40 years. It also gives support and training to other community groups. It aims to overcome the obstacles to access to justice faced by the most disadvantaged when dealing with the legal system.

The Law Centre seeks a financially qualified Treasurer who will join the Board of Trustees of the Centre and advise it on all financial matters as well as contribute to the overall strategy development.

**Role specification**

The Treasurer helps the Board maintain oversight of the Centre’s finances including by scrutinising all budgetary and financial reports. The Treasurer will be responsible for maintaining an overview of the Law Centre’s financial affairs and will lead the Board in its role of ensuring that all appropriate due diligence is exercised over financial procedures, that proper accounting records are kept, and financial resources are managed in accordance with governance best practice and any legal requirements.

The Treasurer also works closely with the management team on financial issues, including assisting with the annual accounting and reporting processes.

The Treasurer, alongside other Trustees, will serve as a steward of the charity's resources and will be responsible for the Law Centre’s strategy, operations, adherence to law and regulation, and financial management.

**Person specification**

The successful candidate will be motivated and financially experienced who is either a qualified accountant or has held a responsible role in the managing of financial affairs.   Whilst not essential, a strong understanding of legal accounting frameworks will be beneficial, as will a familiarity with UK charity accounting.

The Law Centre welcomes applications from candidates who are applying for their first Trustee role.

**Diversity**

The Law Centre welcomes applications from everyone regardless of age, gender, ethnicity, sexual orientation, belief or disability.

Applications from people from minoritised backgrounds are particularly encouraged as the Law Centre is keen to maintain a high level of diversity on its Board.

All appointments will be made on merit, following a fair and transparent process. In line with the Equality Act 2010, however, the organisation may employ positive action where candidates from underrepresented groups can demonstrate their ability to perform the role equally well.

**Terms of Appointment**

This role is unremunerated, but reasonable, pre-agreed travel expenses will be reimbursed. The appointment is for a three-year term, which can be renewed once at the discretion of the Board. Board meetings are usually in person, but remote attendance can be arranged by agreement.

Send your c.v. and a covering email to Dorota Hubiak, or for more information contact her on dorota.hubiak@hflaw.org.uk