



Irish Centre for European Law

Invitation for Applications

New office of Treasurer

The Centre:

The ICEL is a Centre within the School of Law of Trinity College Dublin, constituted as a company limited by guarantee and a registered charity.

It was founded in 1988 by Senator Mary Robinson SC as a membership-based association to further education in the law and research of the European Union and European human rights.

The Centre serves the legal professions, legal academics, law students, public institutions, the voluntary sector, businesses and the wider public.

The Centre organises conferences and seminars across the island of Ireland in various areas of EU law (in particular, environmental, public procurement, data protection, Brexit and competition law) and in fundamental rights. The Centre is also the Irish member of the European Law Association for Criminal Law and the Protection of the Financial Interests of the EU, which is run by the European Anti-Fraud Office (OLAF).

The Centre has annual revenues of €30k-€50k and 2 part-time members of staff based in Trinity.

After an internal review of its Constitution in light of the Charities Governance Code, the Centre is reorganising its governance structures, and a number of vacancies will arise in Autumn 2021.

The Role:

The Treasurer is a volunteer member of the Board and is Chairman of the Employment and Remuneration Committee.

The Treasurer will be assisted by the Chief Executive Officer and the Administrator in carrying out her/his tasks.

Responsibilities will include the following:

The Treasurer is the officer responsible for the sound financial management of the Centre, and for ensuring that the Board complies with the financial reporting obligations of the Centre.

The Treasurer's responsibilities include the following: to evaluate and monitor the adequacy of financial controls and procedures, to have oversight of compliance and risk management; to advise the Board on financial implications of proposals; to ensure the

ICEL is compliant with financial best practices; and, to ensure that all fundraising and borrowing is done in accordance with legal obligations and prudent financial management.

Assisted by the Centre's Chief Executive Officer, the Treasurer will present the annual budget, revised budgetary forecasts, cashflow reports, annual report and financial statements to the Board and the annual report and financial statements to the annual general meeting.

The Treasurer will be a member of and will account to the Board, will report to the Audit Committee on behalf of the Board on financial matters, and will be a Charity Trustee. The Treasurer will also be Chairperson of the Employment and Remuneration Committee.

The Treasurer will play a key role in development of the Centre's strategy, governance and activities, and will be committed to the charitable purposes of Centre.

Desirable skills

- An individual with experience in financial management, accountancy or business;
- An interest in (and ideally, involvement in) matters related to the European Union and/or the Council of Europe.

General Trustee duties of a Charity Trustee

- Comply with the Centre's governing document
- Ensuring the Centre is complying with its charitable purpose for the public benefit
- Acting in the best interest of the Centre
- Act with Reasonable Care and Skill
- Manage the assets of the Centre

Term

The Treasurer will be appointed for 3 years, with the possibility of renewal.

Board Meetings:

There will be **4** scheduled board meetings and **2-4** scheduled committee meetings a year. Meetings are held in **Trinity College, Dublin** and may be held online.

Diversity

The ICEL is committed to diversity in appointments to the Board and Committees, in terms of: gender; age; ethnicity; sexual orientation; the inclusion of members of the legal professions and those involved in legal education; geography in terms of residence or place of business on the island of Ireland (including both legal jurisdictions).

Application Deadline

The Treasurer will be appointed on and with effect from 28th October 2021, together with the new Board. Applications should be made to icelnominations@gmail.com, should be received by 17th September 2021 and will be treated strictly in confidence.