

Our ref: PM
Your ref:
Date: August 2026

Dear Applicant

Re: Recruitment of the Treasurer for the Board of Trustees

Thank you for your interest in becoming the Treasurer for the Board of Trustees of South West London Law Centres ("SWLLC").

As one of the larger law centres in England and Wales we provide free legal advice, representation and access to social and economic justice services across five boroughs across South West London. We achieve this via legal aid, grant-funded services, court duty schemes, community-based projects and a large Pro-Bono Clinic programme, which is delivered in partnership with volunteer lawyers and City law firms.

Our reach is wider than the five boroughs and includes, for example, project work with domestic violence refuges in Surrey.

At SWLLC we operate within what's becoming an increasingly challenging environment for legal aid and charitable organisations, with growing demand for our services and ongoing financial and other pressures across the sector.

Strong financial governance, strategic leadership and long-term sustainability are therefore central to the future direction of our organisation and to ensure we can continue to assist the most vulnerable in our society.

Our current Treasurer is standing down after serving a term of over six years helping the law centre to manage its resources and thrive.

We are now looking for a Treasurer who can support us to build on that work. The right person for this role will have experience in accounting and auditing and be able to support our finance manager. They should also have a passion for access to justice

Further details of the role can be found on our website at www.swllc.org

To apply for the position of Treasurer, please send your CV with a covering letter to recruitment@swllc.org. Applications will be considered on a rolling basis, so we encourage you to submit your application as soon as possible.

A panel comprising the current Treasurer and CEO will review your application in the first instance. Applicants who are successful at that stage will receive an invitation to an informal discussion with the panel, following which a recommendation will be made to the Board of Trustees.

For further information on making an application, or any queries relating to this vacancy or applications submitted, please message us at recruitment@swllc.org.

I look forward to receiving your application.

Yours sincerely,

Patrick Marples
Chief Executive
South West London Law Centres

About South West London Law Centres, and what we are looking for in our Treasurer.

Who are we?

South West London Law Centres (SWLLC) is one of the larger law centres in England and Wales, with over 50 years' history. We provide free legal advice, representation and access to justice services across South West London. Our reach is wider than the five boroughs and includes, for example, project work with domestic violence refugees in Surrey.

Today, SWLLC operates across three offices in Croydon, Wandsworth and Merton, and supports thousands of people each year through legal aid, grant-funded services, court duty schemes, community-based projects and a large Pro-Bono Clinic programme delivered in partnership with volunteer lawyers and City law firms.

Our work focuses primarily on social and economic welfare law, including housing, debt, immigration and welfare rights. Alongside our legal casework, we also work with community partners, volunteers and local organisations to improve access to justice, strengthen awareness of legal rights and support community-led responses to local issues.

We operate within an increasingly challenging environment for both legal-aid-funded and charitable organisations, with growing demand for services and ongoing pressures across the sector. Strong financial governance, strategic leadership and long-term sustainability are therefore central to the future direction of the organisation.

Please review our website at www.swllc.org for details of the breadth of services that SWLLC offers and the impact we have had.

Treasurer – Role Summary

Purpose

The Treasurer is a member of the Board of Trustees and has specific responsibility for overseeing the charity's financial affairs. This Board member must ensure that the charity's funds are properly managed, financially sustainable, and used in accordance with the charity's objectives and legal requirements.

Main duties as a Trustee

As a Trustee, the Treasurer shares responsibility with the Board to:

- Ensure the charity complies with its governing document, charity law, company law (where applicable), and other relevant regulations.
- Act in the best interests of the charity and its beneficiaries.
- Contribute actively to the strategic direction of the charity.
- Attend and participate in Trustee meetings.
- Ensure the charity manages its resources responsibly.
- Safeguard the charity's assets and reputation.

- Declare and manage any conflicts of interest.

Specific Treasurer responsibilities

Financial oversight

- Monitor the financial health and viability of the charity.
- Ensure effective financial controls and systems are in place.
- Review annual budgets and financial performance against budgets, including overseeing internal management accounts and annual financial statements.
- Present financial information to the Board in a clear and understandable format.

Reporting and compliance

- Ensure accurate financial records are maintained.
- Monitor cash flow and reserves.
- Ensure statutory financial reporting requirements are met.
- Support the preparation and presentation of annual accounts.
- Liaise with auditors where required.
- Ensure that tax, Gift Aid, and other regulatory obligations are met.

Governance

- Advise the Board on financial implications of strategic decisions.
- Help Trustees to understand their financial responsibilities.
- Ensure appropriate financial policies are in place and regularly reviewed.
- Support risk management, particularly in relation to financial matters.

Banking and financial administration

- Oversee banking arrangements and financial procedures.
- Authorise payments in accordance with delegated authority and financial controls.
- Ensure adequate insurance and financial safeguards are maintained, and reserve policies adhered to.

SWLLC practicalities

SWLLC has a full-time Finance Manager, who is a qualified accountant, manages the audit and is part of a small senior management team. Reports are produced for monthly finance subcommittee meetings, where monthly management accounts, cashflow and performance figures are reviewed and discussed. These feed into bimonthly Trustee Board meetings.

Person specification

Essential

- Commitment to the charity's aims and values.

- Integrity, sound judgement, and the ability to maintain confidentiality.
- Experience in accounting, bookkeeping, finance, banking or business management.
- Ability to interpret financial reports and explain financial information to others.
- Experience of governance and Trustee responsibilities.
- Willingness to devote the necessary time and effort to the role and the ability to work effectively as part of a Board.

Desirable

- Knowledge of charity finance and Charity Commission requirements.
- Understanding of fundraising and grant management.

Time commitment

- Attendance at Board meetings (six meetings per year, either online or at SWLLC's Croydon offices) and monthly online finance subcommittee meetings.
- Liaison with the Finance Manager and review of financial reports before meetings.

Term of office

The Treasurer is appointed in accordance with SWLLC's governing document, and this is for a term of four years. A Trustee can be elected for a further term of four years before needing to stand down.