



Irish Centre for European Law

Invitation for Applications

Office of Treasurer

The Centre

The ICEL is a Centre of the School of Law of Trinity College Dublin, constituted as a company limited by guarantee and a registered educational charity, [with an independent Board and Committees](#). The Board chairperson is the Centre's President, Hon Mr Justice Anthony M Collins (a serving member of the Irish Court of Appeal).

It was founded in 1988 by Senator Mary Robinson SC (later 7th President of Ireland, and now the Centre's Patron) 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 human rights law. 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 approx €150k and 2 part-time members of staff (1 full-time equivalent) based in Trinity. The Centre has recently launched activities in Northern Ireland, and has additionally recruited a part-time Assistant Director for Northern Ireland based in Belfast.

The Role

The Treasurer is a volunteer member of the Board, appointed by the Board.

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

The Centre's previous Treasurers have been Averil Power BL (CEO of the Irish Cancer Society) and David Harrison MBA FCPA (Financial Controller, Eterna International).

Responsibilities will include the following:

The Treasurer is the officer responsible for advising the Board on the sound financial management of the Centre and the Centre's compliance with the financial reporting obligations of the Centre. [The Centre's governance is set out here](#).

The Treasurer's responsibilities include the following:

- to evaluate and monitor the adequacy of financial controls and procedures;
- to advise the Board on compliance and risk management;
- to advise the Board on financial implications of proposals;
- to advise the Board on the Centre's compliance with financial best practices; and,
- to advise the Board as to whether all fundraising and borrowing is in accordance with legal obligations and prudent financial management.

Assisted by the Centre's Chief Executive Officer (who prepares all documentation), and by the Centre's external Accountant & Auditor (TD Fitzpatrick), the Treasurer recommends:

- 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 AGM, on behalf of the Board.

The Treasurer:

- is a member of the Board (i.e., is a company director and a Charity Trustee);
- is a member of the Officers' Committee (together with the President, Deputy President and Secretary), which oversees implementation of Board decisions;
- together with the CEO, accounts to the independent Audit & Governance Committee on financial matters; and,
- attends the Advisory Council and the General Meetings.

The Treasurer plays a key role in development of the Centre's strategy, governance and activities, and will be committed to the charitable purposes of Centre. The Centre is currently embarking on a strategic review, and is seeking to increase sustainable income. The Treasurer will play a key role in leading those discussions.

Desirable skills

- Professional experience in accountancy, financial management, senior management in business, a senior level in the public service or equivalent governance experience;
- A professional qualification in accounting.

Other desirable experience

- Experience as a company director, charity trustee, a committee member, school governorship or similar voluntary role;
- Experience in funding of charitable or voluntary organisations, including grant funding and sponsorship;
- Commercial experience;
- Experience in event management/planning and professional educational seminars, events or similar;
- Experience in marketing / digital communications;
- An interest in matters related to the European Union and/or the Council of Europe.

General duties of a Charity Trustee / company director

- Comply with the Centre's Constitution and governing documents
- 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

Appointment & Term

The Treasurer will be appointed on and with effect from 5th May 2025 or such other date as may be agreed and determined by the Board.

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

Time Commitment

(1) Total

Inclusive of meetings, the expected time commitment for the role is a maximum of 1 day a month.

NB It is not expected that the Treasurer play a role in or attend other voluntary activities of the Centre (in particular events in EU and Human Rights law), although this would be welcome.

(2) Board, Committee and General Meetings

The Treasurer is required to attend on **12** days annually, for meetings of **1-2** hours:

- **4** scheduled Board meetings (in April, June, September and December);
- **2** scheduled Advisory Council meetings (held on the same day as the April and December Board meetings);
- **1** scheduled Annual General Meeting per year (held on the same day as the September Board meeting);
- **4** scheduled Audit & Governance committee meetings (held 2 weeks before Board meetings); and,
- **4** scheduled Officers' Committee meetings a year (held midway between Board meetings).

Dates of meetings may change to suit Board members.

(3) Timings of meetings

Most Committee and Board meetings will take place at the end of the working day.

(4) Forum of meetings

Board and General meetings are normally held online or in hybrid form (physical attendances in **Trinity College, Dublin**). Committee meetings are held online.

(5) Method of communication

Work of voluntary board members is flexible and will mostly be conducted by email: liaison between volunteers may take place outside office hours; liaison with staff takes place during office hours.

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).

The Nomination, Employment and Remuneration Committee has been asked to have regard to the skills and diversity on the Board and to recommend appointments, where possible, on the basis of bringing the Board towards gender balance.

Application Deadline

Applications should be made to icel@tcd.ie, should be received by close of business on **4th April 2025** and will be treated strictly in confidence. It is intended interviews will take place in the week beginning 28th April 2025.