

advocate



Finance Sub Committee
Application Pack

About us

Advocate is a charity that finds free legal assistance from volunteer barristers.

We match people who need free legal help with barristers who are willing to donate their time and expertise in deserving cases for those who cannot obtain legal aid and cannot afford to pay.

We believe that fair and equal access to justice is the foundation of our society. That the quality of your legal representation shouldn't depend on the depth of your pockets, but the merits of your case.

Advocate is the Bar's national charity that makes it possible for barristers to balance a dedicated practice with making a significant contribution to the community. We exist because committed barristers across England and Wales care about access to justice for everyone.

We exist to bridge the gap between the legal profession and the public. To inspire and facilitate pro bono (free) work by barristers, and enable those to who need help, to contact those who can provide it. We provide assistance in all areas of law, and at all levels, from tribunals right through to the Supreme Court.

Summary of our aims and objectives for the next 12 months

Aim 1 - Strengthen our casework service to make it the best it can be for our applicants and volunteers

- Increase the number of cases placed
- Provide better support for volunteers
- Create a more personal service

Aim 2 - Increase our reach to people who need our help by working in partnership with the voluntary sector

- Ensure frontline voluntary sector organisations are aware of our service
- Ensure vulnerable people can access our service

Aim 3 - Deepen our relationship with the Bar to further embed pro bono and celebrate 25 years of the Bar's pro bono work

- Celebrate and highlight the Bar's pro bono work
- Further embed the value of pro bono with barristers at all stages of their career

Aim 4 - Build a stronger organisation supporting our people, with a secure financial underpinning, and effective governance

- Support our people
- Develop a fundraising strategy and robust financial processes
- Strengthen our governance with a particular focus on diversity
- Explore new premises

About the Sub Committee

We are creating a new Finance Sub Committee at a key stage in our development. 2021 is our 25th anniversary and in the past year we have experienced significant change, increasing the number of cases we placed by 79% and digitising our services.

We now have 4,414 barristers on our panel of volunteers who are working with us to help to reunite parents and children, compensate victims of unfair dismissal, secure asylum for refugees escaping violence, reclaim lost benefits and tackle many more injustices. The demand for our services continues to increase as the impact of the pandemic continues to unfold.

Over the next 12 months we are focussing on building solid foundations to set us in good stead for the next 25 years. As part of this, we wanted to particularly focus on our financial systems.

Our finance priorities for the next 12 months

- Initiating cashflow forecasting
- Monitoring cashflow
- Monitoring financial performance through quarterly reports
- Reviewing reserve policy and levels

About the role

We are looking for **four people** to join us with experience in finance. The Sub Committee will be chaired by our Treasurer Sharif Shivji QC and attended by our Chief Executive.

The Committee's role is to oversee all finance issues that may have an impact on Advocate's ability to meet its aims and provide an additional layer of oversight.

The Committee will ensure that:

- Management accounts are reviewed against the annual budget
- Longer term plans are created to assess the reserves, cash flow, and investment performance
- Financial management processes are operating effectively to produce appropriate management information

We are looking to increase diversity in our governance roles within our organisation. We therefore welcome applications from communities across the UK and particularly encourage applications from ethnic minority backgrounds or other underrepresented backgrounds.

Membership and meetings

- The Committee reports directly to the Board.
- At least one member holds a suitable financial qualification.
- The Committee will meet quarterly.
- The Committee will formally report back to the Board after each meeting.

Estimated time commitment and meeting format

- Attend meetings every quarter via Zoom (2 hours)
- Email communication and occasional calls between meetings
- Estimated time commitment: 2 hours/ month

Term limit

Two years

Remuneration

The role is an unpaid position, however reasonable out of pocket expenses will be reimbursed.

Person Specification

Essential

- Strong understanding and experience of financial management
- Ability to analyse financial information effectively
- Collaborative team player
- Commitment to the aims and objectives of Advocate

Desirable

- Qualified accountant
- Expertise in finance and business planning
- Experience of working within the voluntary sector in a financial role

Application process

To apply for the position, please submit a CV and cover letter by **5pm on 7th July** outlining your interest and suitability for the role, taking into account the requirements set out in the role description and personal specification. Please ensure the statement does not exceed two pages of A4. We would be grateful if you would also complete the [equal opportunities form](#) if you are willing to do so.

If you would like to find out more about the role please contact Rebecca Wilkie, Chief Executive, rwilkie@weareadvocate.org.uk, who would be happy to discuss the role further.

Interviews dates to be confirmed.

Thank you for your interest.