

June 2025

Volunteer Treasurer

The International Commission of Jurists (ICJ) is seeking to appoint a Treasurer to advise its Executive Committee, which is the organization's top governing body.

BACKGROUND

The International Commission of Jurists (ICJ) is a worldwide organization of judges and lawyers united in affirming international law and rule of law principles that advance human rights. Its strategic goals for 2021-2025 are: (1) to develop, defend, and strengthen international institutions, instruments, and standards on rule of law and human rights; (2) to improve domestic implementation of, and compliance with, international law and standards; (3) to bolster the effectiveness and independence of judges and lawyers; and (4) to improve access to justice for all and accountability. With its Headquarters based in Geneva, Switzerland, ICJ has a presence in Africa, Latin America, Asia & the Pacific, Europe & Central Asia, and the Middle East.

Over the past seven decades, the ICJ has been able to improve the lives of millions of people using this approach, and it continues to work tirelessly to support civil society, legal professionals and the institutions that strive to protect the most vulnerable. Our vision, purpose and mission are presented on [icj.org](https://www.icj.org).

The ICJ's latest Financial Report is available in the [ICJ Annual Report](#).

ROLE AND RESPONSIBILITIES

The Treasurer is an advisory role¹ to the ICJ Executive Committee, responsible for overseeing the financial health and integrity of the organization. The role is essential in maintaining transparency, accountability, and good governance practices.

Key responsibilities include:

- Reviewing and presenting financial reports to ExCo, ensuring they have the financial information and understanding they need to make informed decisions.
- Ensure the organization's financial planning is aligned with its strategic goals and activities.
- Supporting the development and monitoring of the annual budget.
- Liaising with the Director Administration & Finance and external auditors.

¹ As per Article 21 of the [ICJ statute](#).

- Ensuring compliance with relevant financial and governance standards.
- Contributing to the development of financial policies (e.g. reserves, risk).
- Supporting long-term financial sustainability and risk oversight.

QUALIFICATIONS AND EXPERIENCE

- Background in accounting, finance, or business.
- Experience with financial oversight or audit (ideally with NGOs or international organizations funded by restricted grants).
- Ability to understand and communicate financial information clearly to other board members.
- Integrity, independence, and a commitment to good governance.
- Commitment to human rights.

The role is primarily oversight, strategic input, and support to the board. Expected time input of up to one day per month, including participation in two hybrid board meetings per year.

APPLICATION PROCESS

If you are interested in this role, please apply with your CV (no more than two pages) and a Cover Letter outlining the reasons you are interested in the role. Please send these documents to recruitment@icj.org, including “**Volunteer Treasurer**” in the subject line of the application e-mail.

If you would like to discuss the position further, please contact charlotte.kristjansson@icj.org.

Applications will be reviewed on a rolling basis until the closing date of Monday, 14 July 2025.

Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.

The Treasurer must adhere to its Code of Ethics which states that the ICJ does not tolerate discrimination, bullying and harassment in any form, nor sexual exploitation, abuse or harassment. The successful candidate will be required to pass a background check.

ACCESSIBILITY NOTICE: Applicants with disabilities who require reasonable accommodations throughout the recruitment process may send their requests through an email to recruitment@icj.org, or call +41 229 793 833.