

## APPLICATION PACK Chief Finance Officer

### About the LIC (LIC)

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Our **Mission** is to empower and enrich lives through Irish community and culture.

The **Vision** of the LIC is to be the Irish Heart of London.

Established in 1954 to cater for the needs of Irish emigrants, the charity is now a vibrant, multicultural organisation and a hugely significant resource for the Irish and local communities in London and the UK, with social groups and satellite offices throughout North, West and South London.

Our Community Services provision is the largest for Irish people outside of Ireland. Our culture and arts programme provides entertainment and education for thousands each year at the Centre and online. In addition, our commercial venue spaces are used for conferences, weddings, functions, meetings and festivals.

We are in the early stages of a multi-year ambitious strategic plan to reimagine, redevelop and recreate our Camden Centre home as a world-class community and cultural centre.

#### **Our Services:**

Our **Community Services** are modelled around a strengths-based approach to support the community to be the best it can be. We work across the following service areas:

1. **Information and Advice** - We provide specialist accredited information and advice across a wide range of welfare issues. The service is accredited by the **Advice Quality Standard (AQS)** to deliver advice on welfare benefits, housing amongst a broad range of issues which includes a specialist legal advocacy service.
2. **Community Development** – The Service exists to enable people to build strong support networks in the community. By building on existing community assets, it addresses needs including isolation, mental health, physical health, food and digital poverty. It does this through a range of services, including Befriending, social groups around London, a Community Café, Community Kitchen, Community Health Navigation, Community Fridge and Digital Inclusion.

The **Community** we serve is widespread and diverse and we provide opportunities for people to get together online and in person through the use of:

- **Online Resources** - We have an informative, vibrant website and active social media presence
- **Volunteering** - Our constantly expanding pool of over **300 volunteers** play a vital role in the operation of the organisation whilst developing their own skills and networks
- **Family playgroup** - This is a fun, welcoming Saturday group which connects young families

- **Venue** - The Centre in Camden hosts multiple events which address the needs of the community as well as being a wonderful venue for major events and conferences as well as being a charity hub and a venue for conferences and social gathering. We welcome thousands each year

In **Culture**, we manage London's a leading cultural programme:

- **Culture and Arts** - Reaches tens of thousands each year
- **Community Usage Programme** - We give space and assistance which facilitates over **400 events** and meetings for community groups
- **Mentoring and Support** - We provide essential support to individuals and organisations for the promotion of culture, heritage and identity
- **Library** - Our library holds over **6,500 books** of Irish interest, one of the largest collections of its kind in Britain
- **Platform** - We offer emerging and established artists multiple performance opportunities
- **Gaeilge** - Our language programme allows over **300 yearly** to reconnect with their native language

## How to Apply

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In this pack we have included a job description and person specification to support your candidature, which we request be addressed through our application form.

To apply for this vacancy, please send your CV and cover letter addressing the 'Person Specification' section to [recruitment@londonirishcentre.org](mailto:recruitment@londonirishcentre.org)

We will review applications as they are sent in, so please ensure that yours is submitted in good time.

If you would like to have an informal conversation with Séamus MacCormaic (CEO); please contact us by email at [recruitment@londonirishcentre.org](mailto:recruitment@londonirishcentre.org) to arrange a call.

Kind regards,

Nicola Byrne

SENIOR PEOPLE & OPERATIONS OFFICER

The London Irish Centre  
50-52 Camden Square  
London  
NW1 9XB

## The Opportunity

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### Job Brief

This is a great opportunity to join the leadership team of the LIC (LIC) as it embarks upon a significant turning point in its near-70-year history, helping the charity deliver its new and ambitious organisational strategy to empower and enrich even more lives through Irish Community and Culture.

<b>Job Title:</b>	Chief Finance Officer
<b>Reporting to:</b>	Chief Executive Officer
<b>Responsible for:</b>	Team of five
<b>Salary:</b>	£60,000- £70,000 depending on experience
<b>Office Location</b>	Camden Square, NW1 9XB
<b>Working Hours:</b>	5 days per week, M-F, with flexibility given the role
<b>Main Responsibilities</b>	Accounting, Financial Planning & Analysis, Human Resources, IT & Systems, Facilities, Procurement, Legal, Governance, Data, KPIs & Metrics
<b>Contract type:</b>	Permanent

### The Role

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The Chief Finance Officer (CFO) is a newly created critical leadership role. Reporting to the CEO, the CFO will oversee all the daily operational and administrative functions, enabling the seamless support to and execution of the main areas of the charity: Community, Culture & Commercial. The duties include compiling the company financial reports, implementing business strategies, and optimising the organisation's operational capabilities. The CFO will provide strategic input into the future direction and development of the charity, as it embarks on a major, once in a generation redevelopment.

The CFO will deputise for the CEO and will be a source of leadership, guidance, and advice to all staff. The CFO would be the main contact point for professional services firms and day to day supplier and customer contracts. A self-starter, with a proven track record of leadership, delivery and achievement, the role operates in an environment which has diverse activities, and which requires a structured and process led approach combined with flexibility. The charity has a diverse range of stakeholders and given the seniority of the role, it requires strong communication and presentation skills.

#### Key areas of responsibility:

- Oversee the daily administrative operations
- Assess, enhance, and improve operating procedures for optimal efficiency
- Oversee forecasting, budgeting, and long-term business planning
- Manage data collection and analysis, particularly for grant reporting and impact analysis
- KPI setting and variance analysis

- Oversee the annual audit and other reporting and ad-hoc projects
- Monitor cashflow and optimise return on cash reserves and investments
- Maintain all governance requirements including supporting the board, committees, and risk register
- Lead and motivate staff to increase revenue and achieve charity objectives
- Provide support and recommendations to the CEO and to the management team
- Deputise for the CEO including at board level at senior external stakeholder level

## Person Specification

### Essential and Desirable Skills & Experience

	<b>Experience &amp; Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
1	Several years prior leadership in a financial or operational role at a divisional or organisational level	X	
2	Demonstrable experience in financial and business planning management and associated legal frameworks	X	
3	Demonstrable experience of leading and influencing, within a division or at an organisational wide level with the ability to motivate and inspire	X	
4	Evidence of using data and insight to drive decisions and results	X	
5	Experience of buildings, facilities and health & safety management	X	
6	Experience of procurement, tendering and contracting	X	
7	Experience of systems-change, upgrade and implementation	X	
8	Demonstrable experience in project management, ideally with multi-year large scale building projects	X	
9	Experience of establishing effective relationships with a wide and diverse range of people and organisations	X	
10	Experience of change management	X	
11	Experience of fundraising		X
12	Experience working in a charity, non-governmental or third sector environment		X
13	Knowledge of an arts, entertainment, health, hospitality or community services environment		X

	<b>Qualifications &amp; Skills</b>	<b>Essential</b>	<b>Desirable</b>
1	CCAB qualified (or equivalent experience)	X	
2	Degree level qualification	X	
3	Quantitative or analytical qualification (scientific, maths, technological) or demonstrated at A level or GCSE		X
4	Excellent system, process, and IT skills, across Microsoft Office, in particular Excel, and ability to use other digital and financial management software	X	
5	Excellent project management skills	X	
6	Excellent organisational and planning skills with great attention to detail	X	
7	Excellent critical thinking skills and the ability to strategise and devise solutions	X	

*This job description is a guide to the nature of the work required of the Chief Finance Officer. It is not wholly comprehensive or restrictive and may be reviewed as required.*

## Summary of Conditions

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**Job Title:** Chief Finance Officer

**Salary:** £60,000- £70,000 depending on experience

**Start Date:** ASAP

**Contract Type:** Permanent

**Probationary Period:** The post is subject to a six-month probationary period, wherein one month notice is required on each side.

**Notice Period:** Once confirmed in post, notice is 3 months on either side.

**Holidays:** 26 days per year plus all public holidays with an additional day after five years of employment.

**Pension:** All staff who are eligible can join the LIC pension scheme within 3 months.

**Travel & Subsistence:** All costs other than home to office are reimbursed according to regulations and within budget.

**Right to work:** The successful applicant will be required to provide documentation under the Immigration, Asylum and Nationality Act 2006.

**DBS Check:** An application for a DBS certificate will be submitted for the successful applicant.

**References:** Offers of employment are subject to the receipt of references that are satisfactory to The LIC.

**Equal Opportunities:** The LIC is an equal opportunities employer. We actively encourage applications from diverse backgrounds, communities, and industries, and are committed to having a team that is made up of diverse skills, experiences and abilities. We encourage Black, Asian & minority ethnic and disabled applicants and value the positive impact that difference has on our teams. We are committed to equality and diversity within our workforce and all opportunities provided by the LIC. Whilst our offices have some barriers to access, we are taking steps to resolve these, and in the meantime continue to encourage interest from applicants who require reasonable adjustments within the workplace.

## Employee Benefits

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### **Enhanced annual leave**

Six additional days above statutory entitlement (26 days in total plus bank holidays) pro rata. Increase to 27 days after 5 years of service pro rata.

### **Enhanced sick pay**

Four weeks of contractual hours on full pay after completion of probationary period pro rata (remainder at statutory rate).

### **Enhanced maternity and adoption leave pay**

To support sustainable living while having a family we offer enhanced pay while on leave. Please do contact us if you would like further information.

### **Personal development programme**

Continuous Personal Development is actively encouraged, and training opportunities explored.

### **Flexible working**

Flexible working is considered where possible for each role.

### **Cycle to Work Scheme**

Save up to 42% on the cost of bikes and equipment and spread the cost across 12 months.

### **Tech Scheme**

Save up to 12% on the cost of technology from Apple and Curry's PC World and spread the cost across 12 months.

### **Eyesight Tests and Corrective Glasses**

If you have difficulty with your eyesight whilst using the display screen for work, we will pay for an eyesight test in accordance with regulations. This will determine if you require corrective glasses to reduce the health risks involved in the use of computer screens. If corrective eyewear is required then we will provide basic eyewear, which must be used whilst using the computer.

### **Jury Duty leave pay**

If you receive a summons to serve on a jury your leave of absence will be paid at your full rate unless exemption is obtained.

### **Employee Assistance Programme**

The EAP helps employees deal with personal problems that might adversely impact their health and wellbeing. EAP includes a 24/7 counselling, legal and information line, online health portal and critical incident advice for employees and their immediate family.

### **Complimentary tickets**

Complimentary tickets to LIC core cultural programmed events (subject to availability and may not apply to fundraising events and partnership events at external venues)

### **Education Programme**

50% discount on LIC education courses (subject to availability)

### **The LIC shop and bar**

20% staff discount at the LIC shop and 10% staff discount at the LIC bar

### **Mindfulness App membership**

Membership to a mindfulness app which provides guided meditations to support your wellbeing

## **LIC**

### **OUR SIX CORE VALUES**

At the LIC we strive to be:

1. Welcoming
2. Compassionate
3. Inclusive
4. Creative
5. Community-centred
6. Sustainable

To demonstrate these values, we:

- Offer a warm, friendly welcome to all
- Bring kindness and care to all with whom we work
- Celebrate diversity in culture, heritage and identities, and in the wider community we serve
- Aim to be outstanding in everything we do
- Keep community service and connections at the heart of our work
- Work with environmental and organisational sustainability in mind
- Provide a culture where everyone feels a sense of belonging and respect
- Listen to, cultivate, and explore new ideas and solutions



**APPLICATION PACK FOR:  
Chief Finance Officer**

- Show commitment to the vision, mission and people of the LIC