

APPLICATION PACK
Finance Officer

Job Title:	Finance Officer
Salary:	£33,000 - £39,000
Reporting to:	Chief Financial Officer
Working Hours:	Five days, Mon-Fri, 9am-5pm (35hrs)
Contract type:	Permanent

About the London Irish Centre (LIC)

The London Irish Centre is the oldest and largest Irish Centre in Britain, offering a mix of community and cultural services for both Irish and local communities in London and UK wide.

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 include:

- London’s leading Irish **Arts, Culture** and **Heritage** programme.
- Four dynamic **venue** spaces available to **hire** for meetings, weddings, classes and more.
- **Café-bar** workspace serving snacks and drinks.
- **Library** with over 7,000 books.
- **AQS Information, Advice and Support** on a wide range of welfare issues, from housing to benefits.
- **Social Groups** strengthening communities across London.
- **Warm, safe spaces** for people to connect.
- **Community Café** serving subsidised nutritious meals.
- Accredited **Befriending Service** to connect people facing loneliness.
- **Health and Wellbeing Advice** led by our resident nurse.
- **Survivor Service**, including a **Freephone Response Line** to provide information and support to survivors of Irish institutional abuse.
- **Weekly Walk-in Enablement Clinic** for those living with complex needs or multiple areas of disadvantage.
- **Food Poverty Support**, including a Community Fridge with food donations available, emergency vouchers and food bank collection.

How to Apply

In this pack we have included a job description and person specification to support your candidature. The details in the job description and person specification should be addressed in a one-page cover letter. To apply, upload the completed application form to this portal –

<https://londonirishcentre.peoplehr.net/Pages/JobBoard/Opening.aspx?v=e9b4ce3f-a16c-4354-9a73-b2127a2467eb>

The deadline for applications is 9.00am on Monday 11th December.

Applications will be reviewed on a rolling basis, and we will be actively interviewing. We reserve the right to close applications before this date.

If you would like to have an informal conversation with Louise Rowe (CFO) please contact us by email at recruitment@londonirishcentre.org to arrange a call.

Job Brief

The Finance Officer has an essential role to play in both helping to make the London Irish Centre a great place to work and volunteer as well as supporting LIC's services to deliver on their ambitions.

About You

- You are a professional, enthusiastic team-player who can bring your accounting experience and Excel and systems skills to the role.
- You are well-organised, able to manage several competing requirements with the ability to prioritise your work effectively to meet tight deadlines.
- You demonstrate excellent interpersonal and communication skills, both written and verbal, and are comfortable working with people across the entire organisation.

Personal Specification

Essential and Desirable Skills & Experience

	Skills & Experience	Essential	Desirable
1	Significant bookkeeping/accounting experience, including accounts payable, accounts receivable, bank reconciliation, VAT returns.	X	
2	Strong excel skills.	X	
3	Database/systems experience.	X	
4	Part-qualified accountant/AAT or exceptional QBE.	X	
5	Analytical mindset.	X	
6	Ability to cope under pressure with deadlines and conflicting demands.	X	
7	An enthusiastic, proactive and solution focused approach.	X	
8	Sympathetic to and supportive of the values of the charity.	X	

9	Charity accounting experience.		X
10	VAT Partial Exemption experience.		X
11	Working with multi-currency transactions.		X
12	Regulatory and governance compliance.		X

Key areas of responsibility

- Take ownership of the entire Accounts Payable and Accounts Receivable processes – from processing invoices, to payment run or credit control.
- Accounting for other income and expenditure, such as donations, ticket sales, bar income, and expense claims.
- Reconciliation work, prepayments, and accruals.
- VAT Returns (Partial exemption).
- Managing cash, banking, credit cards, bank reconciliation and assisting with treasury management / cashflow management.
- Payroll/administration.
- Assisting with grant reporting.
- Assisting with month-end and management accounts.
- Assisting with year-end procedures and audits.
- Liaising with other teams/departments across the charity and providing financial support, assistance, and training.
- Working with various systems and databases (such as ticketing, booking, donations and case management software).
- Any other tasks and duties at the direction of the line manager.

Employee Benefits

- Enhanced annual leave - 25 days plus bank holidays (increase to 26 days after 5 years of service pro rata).
- Enhanced sick pay - 4 weeks of contractual hours on full pay after completion of probationary period pro rata.
- Enhanced maternity and adoption leave pay.
- Flexible working where possible for each role.
- Cycle to Work Scheme.
- Tech Scheme.
- Eyesight tests and corrective glasses.
- Jury Duty leave pay.
- Employee Assistance Programme.
- Complimentary tickets to select events.
- 50% discount on LIC education courses (subject to availability).
- 20% discount at the LIC shop and 10% discount at the LIC bar.
- Mindfulness app membership.

***Only available to staff on contracts of a minimum of 12 months**

LONDON IRISH CENTRE

OUR SIX CORE VALUES

At the London Irish Centre we strive to be:

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

The London Irish Centre is an equal opportunities employer. We actively encourage applications from diverse backgrounds, communities and industries, and are committed to equality and diversity within our workforce. Please note our offices have some barriers to access, which is one of the core missions that our redevelopment will overcome.