

APPLICATION PACK Finance Officer

Job Title:	Finance Officer
Salary:	£33,000 - £39,000 per annum
Reporting to:	Chief Financial Officer
Working Hours:	Five days, Mon-Fri, 9am-5pm (35hrs) (hybrid)
Contract type:	12-month FTC

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 provide a wide range of Community Services. Our Cultural and Heritage team delivers a full programme of events. In addition to the aforementioned charitable work, we operate a Venue which comprises of a coffee shop/bar, private hire spaces and commercial events. Throughout the year we run major Fundraising events and initiatives to support our charitable aims. Discover more about the incredible work we do by visiting our website.

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

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 your CV and cover letter to this portal –

<https://londonirishcentre.peoplehr.net/Pages/JobBoard/Opening.aspx?v=9b533e70-f340-43a3-9ad9-0055ba3c6612>

The deadline for applications is 9.00am on Monday 20th January 2025.

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 an experienced accountant with excellent technical, excel and systems skills.
- 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.
- You are a professional, enthusiastic team-player.

Personal Specification

Essential and Desirable Skills & Experience

Skills, Experience & Attributes	Essential	Desirable
AAT/Part-qualified accountant or exceptional QBE	X	
4+ years' experience in an accounting role	X	
Significant bookkeeping/accounting experience, including accounts payable, accounts receivable, bank reconciliation, VAT returns	X	
Strong excel skills	X	
Database/systems experience	X	
Analytical mindset	X	
Ability to cope under pressure with deadlines and conflicting demands.	X	
An enthusiastic, proactive and solution focused approach	X	
Sympathetic to and supportive of the values of the charity.	X	
Charity accounting experience		X
VAT Partial Exemption experience		X
Working with multi-currency transactions		X
Regulatory and governance compliance		X

Key areas of responsibility

- Take ownership of and oversee 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
- Payroll / administration
- Prepare and file VAT Returns (Partial exemption)
- Managing cash, banking, credit cards, bank reconciliation, cashflow and assisting with treasury management
- Maintain accurate financial records including reconciliation of balance sheet accounts
- Prepare month-end and management accounts. Monitoring budget performance, identifying and investigating variances
- Reconciliation and analysis of financial and non-financial data
- Reporting on various Grants
- Assist in the development of annual budgets and financial plans.
- Ensure compliance with financial regulations, company policies, and audit requirements.
- Prepare documentation for audits and liaise with auditors to ensure accurate reporting
- 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.

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

Employee Benefits

- Enhanced annual leave - 26 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.
- 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.