



## Job Description

### Financial & Project Analyst

#### Accountability, Key Relationships and Main Terms

|                  |                                          |
|------------------|------------------------------------------|
| Job Title:       | Financial & Project Analyst              |
| Reporting to:    | CFO                                      |
| Salary:          | £41,000 - £46,000 per annum              |
| Office location: | Camden Square, NW1 & Greenwood Place NW5 |
| Days:            | 5 days (flexibility required)            |
| Contract type:   | Permanent                                |

#### Job Purpose

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The Financial & Project Analyst 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. This is a key role within the Finance team with a varied brief to deliver financial services across the organisation but primarily in the analysis, reporting and business partnering.

#### About You

- You are a results-driven finance professional with a strong background in accounting, Excel, and financial systems, bringing a high level of expertise to the role.
- You are highly organised and adept at managing multiple priorities, ensuring deadlines are consistently met without compromising quality.
- With excellent interpersonal and communication skills, you are comfortable engaging with stakeholders at all levels, translating complex financial data into clear insights for diverse audiences across the organisation.
- You thrive in a fast-paced environment, demonstrating the ability to balance strategic thinking with hands-on execution, while fostering a collaborative and supportive team atmosphere.

#### How to Apply

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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 maximum one-page cover letter. The cover letter should include your current job title, salary and position within banding where relevant.

Please apply via our Recruitment Portal here:



<https://londonirishcentre.peoplehr.net/Pages/JobBoard/Opening.aspx?v=320d2ffa-51dd-41b7-b1ce-5fe7b7d85816>

*Please note that this role is subject to enhanced DBS (Disclosure and Barring Service).*

**Please refer to our website or Recruitment Portal for closing date and recruitment timeline**

Applications will be reviewed on a rolling basis, and we will be actively interviewing. We reserve the right to close applications before the stated deadline. Interviews will begin with an initial online screening, followed by in-person interviews at the Centre.

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

## **Responsibilities/Duties**

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### **Capital & Project Accounting**

- Account for and monitor capital expenditure
- Monitor capital commitments
- Reconcile actual expenditure and commitments
- Identify and investigate variances
- Prepare reports for Funders

### **Finance Business Partnering**

- Assist in the development of annual budgets and financial plans.
- 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)

### **Reporting**

- Managing cash, banking, credit cards, bank reconciliation, cashflow and assisting with treasury management
- Prepare month-end and management accounts. Monitoring budget performance, identifying and investigating variances
- Reconciliation and analysis of financial and non-financial data
- Balance sheet reconciliation
- Reporting on various Grants

### **Compliance**



- Prepare and file VAT Returns (Partial exemption)
- Ensure compliance with financial regulations, company policies, and audit requirements.
- Prepare documentation for audits and liaise with auditors to ensure accurate reporting

#### **Transactional Accounting**

- 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
- Maintain accurate financial records

#### **Other tasks and duties**

- 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 postholder. It is not wholly comprehensive or restrictive and may be reviewed as required.*

## Person Specification

| Qualifications                                                                                                                                   | Essential | Desirable |
|--------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| A Level Mathematics grade 6 (B) or above; Leaving Certificate Mathematics (Higher Level) H4 or above, or equivalent qualification in Mathematics | X         |           |
| Fully AAT or Part-qualified accountant                                                                                                           | X         |           |
| Fully qualified accountant (CIMA, ACCA, ICAEW, CAI, CIPFA)                                                                                       |           | X         |
| Knowledge                                                                                                                                        | Essential | Desirable |
| Knowledge and understanding of charity accounting or construction/capital accounting                                                             | X         |           |
| Skills and Attributes                                                                                                                            | Essential | Desirable |
| Exceptionally strong excel skills with the ability to maintain and develop complex spreadsheets                                                  | X         |           |
| Analytical mindset, excellent problem-solver                                                                                                     | X         |           |
| An affinity and enthusiasm with the purpose, vision, mission and values of the London Irish Centre                                               | X         |           |
| Experience                                                                                                                                       | Essential | Desirable |
| Significant analysis and reporting experience                                                                                                    | X         |           |
| Significant experience month-end/management accounts, bank reconciliation and VAT returns                                                        | X         |           |
| Practical database/systems experience including data transfer from one system to another                                                         | X         |           |
| Working under pressure with tight deadlines and conflicting demands                                                                              | X         |           |
| Budgeting experience                                                                                                                             |           | X         |
| Grant reporting                                                                                                                                  |           | X         |
| VAT Partial Exemption experience                                                                                                                 |           | X         |
| Regulatory and governance compliance (audit coordination, VAT compliance)                                                                        |           | X         |