

## **Finance Lead at The London Historic Buildings Trust**

London Historic Buildings Trust (LHBT), a successful charity with a committed and engaged Board of Trustees, is seeking a qualified finance professional to join its small staff team (1 Director (0.8FTE) and 2 Project Managers (0.8 and 0.5FTE) in a part-time Finance Lead role.

LHBT has enjoyed 30 years of success in regenerating the most challenging “at-risk” buildings in London and transforming them into gems for local communities. This is an exciting opportunity to support the finance function of LHBT in its next phase of growth. The successful applicant will work closely with the Finance Trustee/Treasurer, who chairs the Finance & Risk Committee, and the Director.

LHBT’s charitable activities generate a wide range of positive and transformational social impacts across the diverse communities in London.

### **Role Description**

The Finance Lead’s role is to provide LHBT’s financial functions.

**Contract term:** Part time permanent, as either a contractor or employee as appropriate, expected to be 4 days per month and an additional 2 days per quarter for quarterly reporting purposes.

**Remuneration:** Based on FTE salary of £55,000

**Location:** Remote working, with occasional meetings in London

### **Responsibilities:**

- To manage the monthly financial activities, including raising sales invoices and credit control, processing supplier invoices and payment runs, payroll and pensions, and HMRC submissions for PAYE/NI, VAT (LHBT is registered for VAT but unable to recover VAT on non-business activities) and Gift Aid. LHBT currently uses QuickBooks for its accounting, including the storing of supporting documentation.
- To complete year-end transactions on QuickBooks and manage the annual process with the external Accountant/Independent Examiner for the preparation and sign-off of LHBT’s accounts.
- To provide the Secretariat function for the Finance & Risk Committee (F&RC, a sub-committee of the Board of Trustees).

- To work with the Director and Finance Trustee to prepare LHBT's detailed annual budget and longer-term forecasts.
- To provide quarterly financial management information, including latest forecasts for the full year.
- To liaise with the Projects Director to support the management of the capital projects' budgets, grants and cashflow (the main current capital project is the former Charity School, Edmonton, budgeted at c£3.5m), support the drawdown of grants and provide capital progress reports to F&RC.
- To prepare claims for quarterly drawdown of Historic England in conjunction with the Director.
- To manage LHBT bank accounts and cashflow for the optimisation of surplus funds.
- To provide financial advice on LHBT's activities.
- To ensure that financial policies and procedures are up-to-date and fit for purpose.
- To manage LHBT's insurances and support general administration.

#### **Candidate Specification**

- Self-motivated, focussed and able to work independently.
- Flexible, efficient and effective.
- Acts in accordance with The Nolan Principles.
- Interested in transforming local communities and the Heritage sector.

#### **Qualifications & Experience Essential**

- Qualified or Part-Qualified accountant (candidate qualified by experience will also be considered).
- Experience of £1m+ budget management.

**Apply by submitting your CV and a short covering letter to;**

**[rosie.shaw@londonhistoricbuildings.org.uk](mailto:rosie.shaw@londonhistoricbuildings.org.uk)**

**Deadline for submissions is 12pm on Monday 20<sup>th</sup> January 2025.**

**Interviews in the 2 weeks commencing 27<sup>th</sup> January.**

**Start date as soon as possible, anticipated by the end of March 2025.**