

**The London
Community
Foundation**

Finance Director candidate pack

April 2026



londoncf.org.uk

Registered charity number 1091263
Company limited by guarantee number 4383269

GivingBack
RECRUITMENT



Welcome

Message from the CEO

Thank you for your interest in joining The London Community Foundation as our next Finance Director.

LCF supports communities across London to thrive, and that work is only possible because of the people who work here and the care, integrity and judgement they bring to what they do. Finance plays a central role in enabling that impact – not just through strong stewardship and accountability, but by supporting confident decision making across the organisation.

We aim to be a supportive and collaborative place to work, where people are trusted, treated with respect and encouraged to work together. We value openness and fairness, and we approach our work – and each other – with thoughtfulness, professionalism and common sense.

Our Senior Leadership Team is guided by three simple principles that shape how we work and how we make decisions:

- **People First**
- **Do the Right Thing**
- **One LCF**

As Finance Director, you will be a key member of that leadership team, helping to ensure LCF remains financially robust, well governed and able to respond thoughtfully to the communities and partners we serve.

If you are motivated by purpose as well as performance, and are looking for a senior leadership role where finance is closely connected to mission and impact, I encourage you to apply.

I look forward to hearing from you.

Paul Buchanan

**Chief Executive
The London Community Foundation**

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About us

We help you make a difference to London, where it matters most.

The London Community Foundation (LCF) brings together funders, donors and community organisations to support communities across London. We are committed to using our resources, data and partnerships to help Londoners thrive.

What we do

Communities identify their own responses to the challenges they face. Our task is to support them in doing that.

We channel funds to local community organisations making a real difference in their community. We are there to offer support and help them get stronger, to be more resilient and more secure, so people can depend on them, feel connected and feel hope.

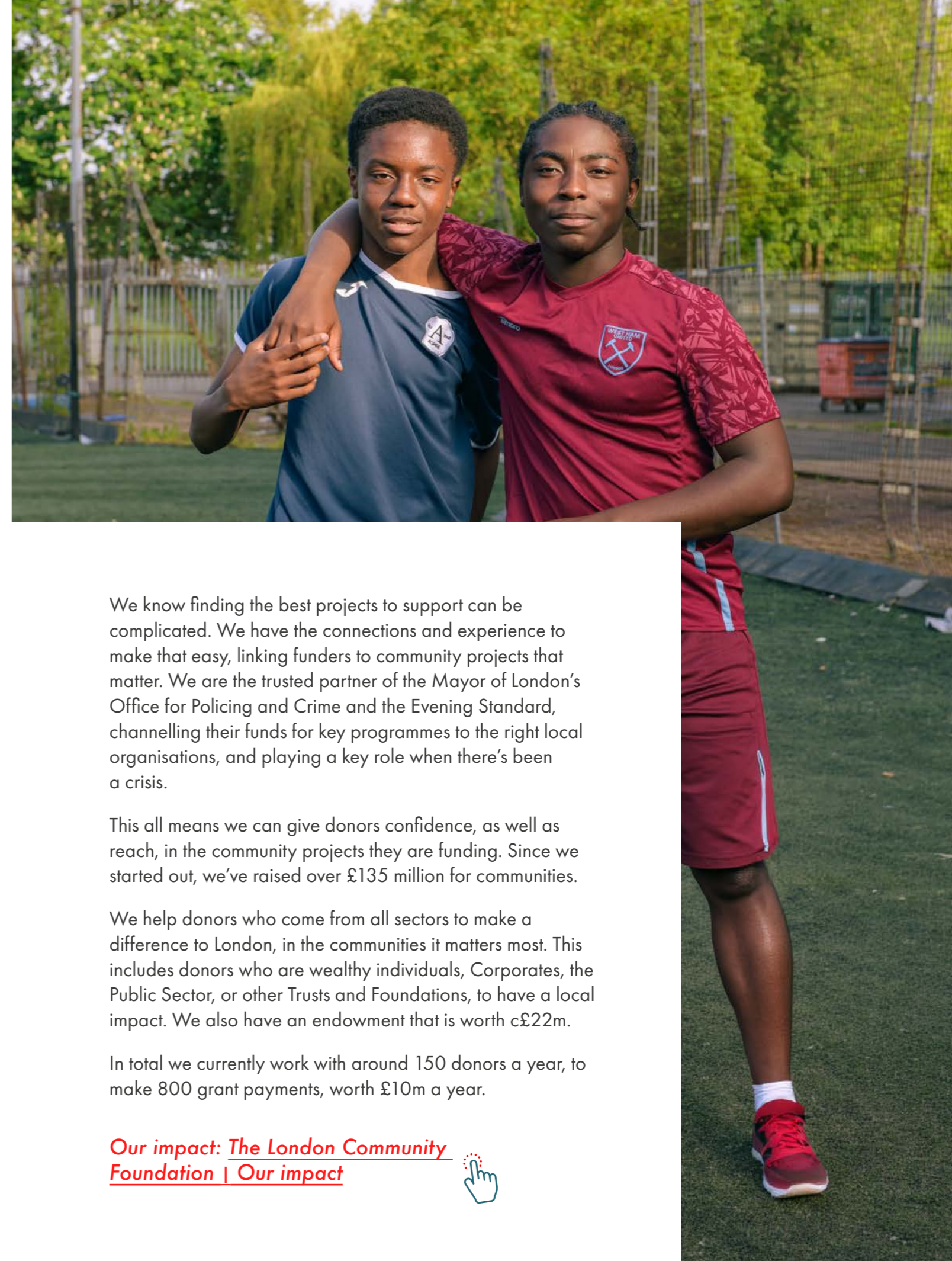
We connect funding partners to vital work in communities they could not otherwise reach, helping them meet their own community commitments to London.

We champion local community organisations, advocate for their vital role in bringing London together, and promote the power of local philanthropy to build connections between communities, and funders from across sectors.

Why LCF

The London Community Foundation is known and trusted across London's community organisations, for its support for community action.

We are supportive champions of small, local community organisations and groups. We understand the vital role they play in making a difference to people's lives. We have the right people and expertise to support community leaders, and to ensure community organisations are as effective as they can be.



We know finding the best projects to support can be complicated. We have the connections and experience to make that easy, linking funders to community projects that matter. We are the trusted partner of the Mayor of London's Office for Policing and Crime and the Evening Standard, channelling their funds for key programmes to the right local organisations, and playing a key role when there's been a crisis.

This all means we can give donors confidence, as well as reach, in the community projects they are funding. Since we started out, we've raised over £135 million for communities.

We help donors who come from all sectors to make a difference to London, in the communities it matters most. This includes donors who are wealthy individuals, Corporates, the Public Sector, or other Trusts and Foundations, to have a local impact. We also have an endowment that is worth c£22m.

In total we currently work with around 150 donors a year, to make 800 grant payments, worth £10m a year.

[Our impact: The London Community Foundation | Our impact](#)



Mission, vision and values

Vision

A London where people and communities experiencing disadvantage have the power, opportunities, and resources to shape their own futures.

Mission

To inspire and mobilise philanthropy in London, using our deep understanding of need, our insight into what works, and the breadth of our network, to invest in grassroots community organisations to create positive impact.

Our Values

LCF makes a difference because we are:

-  Impactful
-  Equitable
-  Accountable
-  Responsive
-  Collaborative

Strategy and ambition

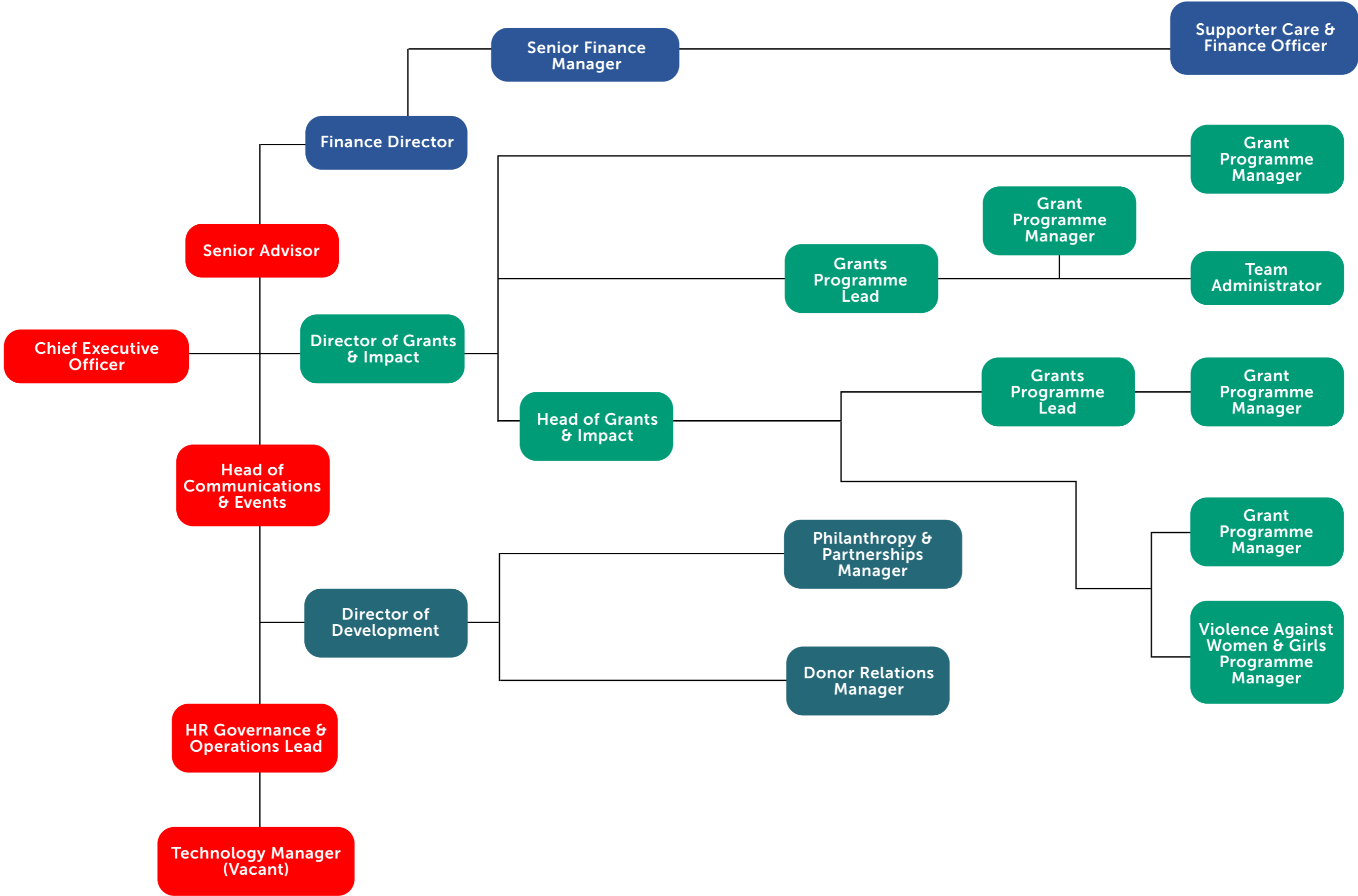
LCF Strategic Framework

STRATEGIC PRIORITIES

- 1. Invest in Community Organisations:** We will invest in community organisations to create positive, long-term impact on London's communities.
- 2. Grow our Insight, Knowledge and Networks:** We will grow our insight and knowledge of the issues and places in London that need support. We will grow our network, and the case and role of philanthropy in London.
- 3. Inspire and Mobilise Philanthropy:** through increasing impactful giving, to create long term positive change.



Organisation chart



Role description

Job Title	Finance Director
Reports to	CEO
Reports	<ul style="list-style-type: none"> • Senior Finance Manager • Supporter Care and Finance Officer • Technology Manager
Salary	c£80,000 pro rata per annum, dependent upon experience
Contract	Permanent
Working Hours	Open to full-time (35) or part-time (28) hours a week
Location	London (hybrid) / 1 day a week in the office

As Finance Director, you will sit at the heart of the organisation, shaping financial strategy with the Chief Executive and Board while remaining hands-on in delivery, overseeing day-to-day finance operations, systems, governance, and performance to ensure long-term sustainability and impact.

Primary Purpose

Managing finance, accounting, planning, payroll, and reporting in LCF

- LCF’s financial, investment, and asset management.
- Lead Finance, Risk & Resources Committee (FRRC) reporting and engagement.
- Company Secretary and governance administration.
- Compliance and policy for the Charity.
- Lead contract management for LCF, including property and digital infrastructure.
- Information governance and data management.
- Strategic leadership and oversight of LCF’s systems and technology, whilst providing excellent people management to the Technology Manager.
- Lead a high performing finance team, to ensure accurate and timely financial information across the organisation.



Key Duties:

Financial Management

- Oversee LCF’s financial, investment, and asset management.
- To ensure the smooth delivery of financial control services to the CEO and the board for the successful management of LCF.
- Prepare budgets, forecasts, monthly management accounts, and Board/SMT reports.
- Manage audits, banking, and investment house relationships.
- Report on financial performance, investments, and reserves to CEO and FRR.
- Manage the annual audit process, including preparing the annual accounts and trustees’ report.
- Enhance financial resilience through cost management and cash investments.
- Ensure compliance with Charity SORP and Company Regulation.
- Collaborate with Directors to ensure effective pricing and monitoring of LCF’s delivery costs.

Governance and Compliance

- Lead responsibility for Assurance and Risk Management for the Charity, including oversight of the Risk Register and Control Framework reporting.
- Oversee LCF’s Donor Compliance, including fund management, reporting, and endowment management, ensuring compliance and a customer-focused approach.
- Fulfil the role of Company Secretary and manage all regulatory requirements.
- Ensure effective oversight and management of LCF’s contracts library.
- Responsible for ensuring the Charity remains compliant with all regulatory and legislative requirements.

People and Team Management

- Achieve excellent performance from the Finance Team and the Technology Manager.

Systems & Technology:

- Oversee LCF’s digital systems, alongside management of the Technology Manager to ensure the organisation has an effective, efficient and agile infrastructure.
- Ensure LCF’s financial and reporting systems provide accurate and timely information to stakeholders.
- Maintain effective and compliant information storage and data management for the Charity.

Supply Chain and Contracts

- Ensure LCF supply chain provides value for money and aligns with EDI and social value commitments where possible.
- Lead LCF’s contract management including recruitment, digital, office management, and IT.
- Support the development team on financial information for bids, and contracting.

Strategic and Inclusive Impact:

- Contribute to the overall strategic management and performance of LCF.
- Act as a proactive and collaborative member of the Senior Management Team (SMT).
- Provide inspiring and inclusive leadership across teams, exemplifying LCF’s values and behaviours.
- Perform any other tasks commensurate with the role, including planned and occasional work or events in the evening or outside regular working hours.

Person specification

Skills and Experience

You may have worked across public, private or charitable sectors in Director or Senior Management roles.

You will be able to bring experienced commercial skill matched with a commitment to inclusive leadership and an ambition for LCF and our impact on London's communities.



Essential:

- Recognised CCAB accountancy qualification.
- Commitment to LCF's values.
- Experience of people management.
- Dedication to inclusive leadership and workplace culture promoting equity.
- Strategic thinking and operational planning skills.
- Expertise in governance and director-level engagement and reporting.
- Proficiency in developing organisational policies and procedures, including data, financial management, risk, and assurance.
- Significant experience with Salesforce or similar CRM platforms, including data management and compliance oversight.



Desirable:

- Managing investment portfolios, including charitable endowments.
- Overseeing governance administration.
- Managing contracts.
- Engaging with charity, philanthropic, or private wealth sectors.
- Understanding the charitable funding environment.
- Experience in Charity Trusteeship and/or Senior Leadership.
- Familiarity with operating under SORP and broader charity regulations, can be via trustee roles.
- Experience in overseeing business transformation projects.





How to apply

Candidates should apply for this role through our website at [Job Search | Giving Back Recruitment](#). Click on the 'apply now' button and submit your CV along with a Supporting Statement that sets out your motivation and how your skills and experience match the role's requirements, addressing the criteria in the person specification.

Closing date for applications	Wednesday, 20th May 2026
First stage Panel Interviews with London Community Foundation	W/C 15th June
Final stage Panel Interviews	W/C 29th June
Let us know if you have any difficulty with the indicative timetable.	

If you would like an informal and confidential discussion, please contact our recruitment adviser at Giving Back Recruitment:
Alex Williams, Director
alex@givingbackrecruitment.co.uk

Please complete the Equality and Diversity monitoring form as part of the online application process. This form is for monitoring purposes only and is not treated as part of your application.

Due diligence will be carried out as part of the application process, which may include searches carried out via internet search engines and any public social media accounts.

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The London Community Foundation



londoncf.org.uk

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