



Head of Finance

The Girdlers' Company

Recruitment Pack



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A welcome from the Clerk

Thank you for considering a career with the Worshipful Company of Girdlers

Thank you for your interest in joining the Worshipful Company of Girdlers as our Head of Finance.

The Girdlers is a genuinely distinctive place to work. Our history stretches back around 700 years, and we are fortunate to be based at Girdlers' Hall in the heart of the City of London, on a site the Company has occupied since around 1430. While we are enormously proud of our heritage, the work of the Girdlers today is focused mainly on our charitable activities and their beneficiaries.

Through the two charities for which we act as Trustee, we provide around £1 million each year to support our almshouse and organisations tackling disadvantage across the UK. Careful stewardship of the Company's assets is our other principal concern, allowing us to sustain our giving and continue making a positive impact on society.

As our Head of Finance, you will play an important part in this. You will join a small, close-knit team and work alongside me, our members, committees and Court. It is a role with considerable responsibility, as well as breadth, variety and the opportunity to become genuinely involved in the life of the Company.

We are looking for an accomplished finance professional, but we are equally interested in the person behind the experience. Someone who is collaborative and approachable, enjoys working with a wide range of people, and is attracted by the opportunity to contribute to an organisation that brings together heritage, stewardship and charitable purpose.

If that combination appeals to you, I very much hope you will consider applying. I look forward to hearing from you.



Nick Archer
Clerk
The Girdlers' Company

About The Girdlers' Company

The Worshipful Company of Girdlers is a 700-year old Livery Company, one of c.115 in the City of London, with its origins in the protection and advancement of the craft of belt- or girdle-making; broad belts from which to carry purses, keys, and indeed swords were ubiquitous in medieval times. It has c.100 members, known as 'Liverymen', supported by a small office team of which the Head of Finance is a senior member. That team is based in its Livery Hall, in the heart of the City, a building on a site occupied since c.1430 which constitutes one of its principal assets. Heritage and contemporary impact are therefore very closely connected.

The Company's business today is twofold. Through two charities of which it is the Trustee it gives c.£1m pa to support an almshouse and, separately, voluntary organisations addressing disadvantage in the UK in a number of areas. To generate that income it manages a portfolio of assets, mainly in the property field. Unlike many Livery Companies it does not hire out its Hall, but it does use it to entertain both its own guests and those of the charities it supports.

As Head of Finance you would be responsible for delivering high-quality financial accounting, statutory reporting, compliance, and financial control for the Girdlers' Company – which is incorporated under a Royal Charter – and its two charities.

You would oversee the preparation of statutory accounts for the Company and its charities, lead on annual audits, ensure regulatory compliance, and provide expert financial advice to senior stakeholders, notably the Clerk (= COO), Finance and Property Committees, and Court (= Board).

This is an excellent opportunity for a qualified accountant with strong technical expertise, a proactive approach to continuous improvement and excellent inter-personal skills.

The working environment is an unusual one which would appeal strongly to an individual with a commitment to the charitable mission of the Company and an appreciation of its distinctive history. The jobholder is part of a small, close-knit team and has ample opportunity to engage with all the active members of the Company and beneficiaries and officers of the charities it supports.

The *role*

Head of Finance

To assist the Clerk in providing high-quality financial accounting and information services to the Court, including the Finance and Property Committees, enabling compliance with statutory requirements, financial regulations and financial process compliance.

The post holder has specific responsibility for the preparation of annual statutory accounts (for the Company and both its charities), the provision of effective and timely financial advice and services to several Committees, and management of external accounting services.

Key details:



Salary: c.£70,000 plus a non contributory pension and competitive benefits package



Location: Basinghall Ave, London, EC2V 5DD



Working pattern: Hybrid, three days a week in the office



Job type: Permanent



Reporting to: The Clerk

Key responsibilities

- Proactive leadership on, a range of financial accounts processes and financial reporting and compliance for the Company and charities including cashflow management and oversight of day-to-day banking.
- Production of the annual statutory financial statements for audit and liaison with external auditors.
- Production of quarterly management accounts and cashflows, annual budget setting and review, financial planning and investments and associated reports for the Court and Corporate Trustee.
- Provide financial information for the completion of Corporation tax returns.
- Oversight of VAT compliance, taking account of partial exemption, business/non-business distinctions and capital goods scheme adjustments.
- Production of charity accounts and returns in accordance with the relevant legislation, including SORP and the Charities Act as appropriate.
- Review and analysis of, and challenge to, reports prepared by external service providers, including property income and expenditure reports.
- Consideration of the application of financial and property regulations on such reporting, and of compliance and financial data presentation issues.
- Preparation of Committee agendas and associated papers for meetings, and subsequent minutes, including those of the Finance, Property, Hall and Charity committees.
- Maintenance of the integrity of relevant nominal Ledger accounts, balance sheets and coding structures within Xero accounting software.
- Review of services provided by external accountants.
- Management of the Company's relationships with its bankers.
- Delivering annual Charity Commission returns and claiming of Gift Aid where possible.
- Recording of Members donations, ensuring compliance with HMRC Gift aid rules and advising on donor restrictions.
- Oversight of HMRC employer payroll requirements, including annual returns, benefits in kind and PSA agreements.
- Oversight of Company pension and life insurance obligations (monthly, annually and auto enrolment).

Person *specification*

- Professionally qualified (ACA, ACCA, CIMA or equivalent)
- Experienced in statutory accounts preparation and audit management
- Strong technical accounting and financial control knowledge
- Xero Accounting software or similar desirable
- Effective influencer in a relatively flat structure with excellent communication skills
- Experience in charity accounting is highly desirable
- Experience in property accounting would also be an advantage.
- A sociable disposition and the confidence to engage with a very diverse group of stakeholders

Recruitment *timeline*

The key dates for this appointment.

We will confirm each stage with you via email as you progress.

- **1. Advert closes - Sunday 8th November**

Applications must be submitted by 23:59 on the closing date.

- **2. Preliminary interviews - until the 17th Nov**

Longlisted candidates meet the Hays consultants for a first conversation, held virtually.

- **3. Shortlist meeting - 17th Nov**

The shortlist is agreed and candidates will be notified.

- **4. First Interview - w/c 23rd Nov**

Formal interviews will take place in person.

- **5. Final Interview**

A more informal interview with 1-2 candidates, followed by an offer to the appointee.

The application *process*



**Closing date: Sunday 8th November
2026, 23:59**



Apply online: hays.co.uk

Peter O'Sullivan is leading the recruitment process on our behalf and will support candidates throughout the process, from initial conversations and shortlisting through to arranging interviews, providing feedback and managing the offer process.

Hays is proud to hold accreditation for the UK's leading National Equality Standard, reflecting our commitment to inclusive recruitment.

If you would like an informal and confidential conversation about the role before applying, please contact our retained adviser:



Peter O'Sullivan

Business Director, Hays

Senior Finance

peter.osullivan@hays.com

0207 259 8745

[Peter O'Sullivan | LinkedIn](#)



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