



BUTCHERS' HALL
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The Worshipful Company of Butchers' mission is to be at the heart of the meat industry. Our City of London Livery Company is a growing community, steeped in history that is looking forward with its strategy to support Charity, Education and Fellowship as its core purpose.

As Finance Officer, you will join a small team and play a vital role, as a member of the Finance Committee, to deliver our monthly financial reports. You will be responsible for maintaining accurate financial records and manage the full bookkeeping cycle independently, up to the trial balance stage.

Job Title: Finance Officer

Location: Worshipful Company of Butchers, Butchers' Hall, Central London, United Kingdom.

Working Hours: Full Time: 40 hours per week (inclusive of one hour lunch break)

Reporting To: The Acting Clerk

Start Date: Immediate, subject to a six-month probationary period.

Job Summary: We are seeking a highly organised and detail-orientated Finance Officer to provide the seamless running of the Accounts function within our small, close-knit Livery organisation in the City of London.

You will be responsible for maintaining accurate financial records and managing the full bookkeeping cycle independently, up to the trial balance stage. You will undertake day-to-day accounts tasks to assist with monthly and annual reporting, to support and ensure the financial health of the organisation.

Key Responsibilities

- **Full Ledger Management:** Maintain and balance the general ledger, ensuring all transactions are accurately categorised (assets, liabilities, revenue, and expenses).
- **Accounts Payable & Receivable:** Oversee the entire invoicing process, from processing and generating invoices to chasing outstanding client payments.
- **Complex Reconciliations:** Perform regular bank, credit card, and intercompany account reconciliations to identify and resolve discrepancies promptly.
- **Financial Reporting:** Prepare monthly financial statements, including Profit & Loss (P&L), balance sheets, and cash flow reports for management review.

- **Tax Compliance:** Prepare and submit quarterly VAT returns and ensure compliance with UK finance regulators and the Charity Commission.
- **Payroll & Expenses:** Manage end-to-end payroll processes, including calculating wages, tax deductions, employee expense claims and submissions to HMRC and the Pension provider.
- **Audit & Year-End Support:** Prepare necessary documentation and schedules for external audits and assist accountants with year-end account finalisation.
- **Risk Management:** Ensure that sufficient controls and processes are in place to minimise risk of fraud.
- **Governance Support:** Prepare monthly financial management information for review by Acting Clerk and Finance Committee, and ad hoc reports as required. Attend, draft minutes and follow up on agreed actions at monthly Finance meetings.

Essential Requirements

- **Experience:** 3+ years of proven bookkeeping experience in a professional environment.
- **Software Proficiency:** Advanced knowledge of accounting software, with a demonstrable working knowledge of using Xero, Xero Payroll, GoCardless and Stripe alongside expert-level Microsoft Excel skills and MS Word.
- **Qualifications:** AAT Level 3/4 or a degree in Accounting, Finance, or a related field is highly desirable.
- **Technical Skills:** Strong understanding of double-entry bookkeeping, accrual accounting, and financial reporting standards.
- **Soft Skills:** Exceptional attention to detail, strong analytical problem-solving abilities, and excellent verbal/written communication skills. Able to work on multiple projects simultaneously and meet strict deadlines.
- **Analytical Skills:** Develop and enhance existing financial systems and processes.

Core skills

- To carry out duties in a professional manner in line with our values.
- To be clear and accurate communication with our members and customers.
- To be confident in managing own workload and multi-tasking projects
- To undertake any other non-finance duties that may be reasonably required, including assistance with in-house Livery functions on key dates in the Company calendar
- To have an awareness and interest in the governance of the City of London

What We Offer

- Competitive salary of **£35,000 - £40,000** per annum.
- Opportunities for professional development
- Unique opportunities and experiences as a member of our Livery community
- Benefits package, which includes 25 days holiday (plus bank holidays,) a company pension, Life cover, Annual Season Ticket loan

Applications should be submitted to hr@butchershall.com.

Closing date for applications 30 April 2026 but may be brought forward if a high number of applications are submitted.

Document last updated April 2026