

Head of Finance & Corporate Reporting

Independent Commission for
Reconciliation and Information
Recovery (ICRIR)

Closing date: Monday 4 May 2026 11:59pm

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Welcome! *Fáilte!* Fair fa ye! *Croeso!*



The Independent Commission for Reconciliation and Information Recovery (ICRIR) has been set up to provide information to families, victims and survivors of Troubles related deaths and serious injury, and to work towards reconciliation for all parties.

I accepted the role of Chief Commissioner because I believe this is worth doing. All those affected by the Troubles/Conflict need the legacy of the past to be properly dealt with. Previous attempts to address this have failed but that doesn't mean we can simply give up.

The importance of reconciliation is known by all those who have been affected by the Troubles and its legacy. For each and every person, that will mean

something different. I want the Commission to best serve the people of Northern Ireland and beyond.

I believe we have a real opportunity here to deliver the answers that people are looking for. To do this, we need to build an independent organisation that's founded on integrity, expertise, and fairness.

Best wishes,

Sir Declan Morgan, Chief Commissioner



Who we are

The Independent Commission for Reconciliation and Information Recovery is an independent organisation that has been established to recover information about Troubles-related deaths and serious injuries to families, victims, and survivors and to promote reconciliation.

We are building the Commission and hiring more staff now that we have begun receiving cases.

We are building a values-led organisation. We operate with integrity, impartiality, openness, accountability, and respect, as set out in our Code of Conduct. This is reflected in our fair and open recruitment processes. We encourage people to join us across all backgrounds, communities and faiths to help us deliver.

The Commission is primarily based in Belfast, with further operational sites in Northern Ireland and London. Travel to all locations will be required, but hybrid working arrangements will help us support a range of flexible working patterns. This is an exciting opportunity to join an organisation with a unique and vital remit.

The Commission is formed of seven Commissioners, the Chief Commissioner, Sir Declan Morgan, the Chief Executive Officer, Louise Warde Hunter and the Commissioner for Investigations, Peter Sheridan, as well as four Non-Executive Commissioners to provide challenge and scrutiny to the executive team.

We are committed to creating a diverse and inclusive workplace. We welcome applications from all communities and backgrounds, including underrepresented groups. We value diversity in our workforce as it enhances our ability to serve the communities of Northern Ireland and the United Kingdom.

ICRIR's Values

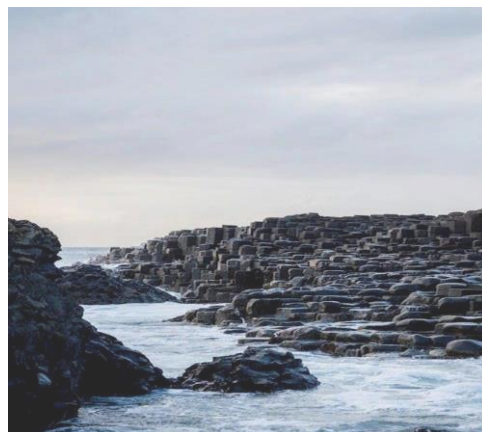
Integrity

Impartiality

Openness

Accountability

Respect



The Commission's work will:

- Investigate deaths and serious Troubles-related injuries, where requested, including deciding whether a criminal investigation should be part of the investigation.
- As part of investigations, give the opportunity for individuals to make personal statements on how the incidents have affected them.
- Require that any information necessary for our work is provided by PSNI, the security services, the Northern Ireland Office or any other public body and require that any person comes to the Commission to provide information.
- Use police powers, where appropriate, including to secure evidence, arrest, and question suspects.
- Produce and publish reports setting out the findings that have been determined from the investigations and addressing questions that have been raised by those making the request.
- Refer deaths and serious Troubles-related injuries to prosecutors, where appropriate.
- Produce a record of deaths that were caused by incidents during the Troubles/Conflict, and strive, through all it does, to promote reconciliation.

In addition to its principal objective to promote reconciliation, the Commission has agreed that a trauma-informed approach should be taken in all its work and that it should follow three essential principles:

- Compliance with the European Convention on Human Rights (ECHR);
- Respect for the principles of the 1998 Belfast Good Friday Agreement; and
- Focus on providing useful information to those affected by the Troubles/Conflict.

About the role

Job title

Head of Finance & Corporate Reporting

Band

5

Salary

£70,000- £82,950

Location

Belfast

Our main operational base will be Belfast, with an operational site in London. Staff are split across both the London and Belfast Offices; therefore, regular travel will be required as will regular attendance in the office. You may also work from your home address, in line with the Commission's approach on hybrid working and with the agreement of your line manager.

Working pattern

Full time and flexible working.

Contract type

This role is offered on a permanent contract.

Security level

Willingness to be assessed against the requirements for SC clearance, if not already cleared.

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Sifting exercise

Expected week commencing 4 May 2026

Interview date

Expected week commencing 18 May 2026

The role

We are recruiting for the position of **Head of Finance & Corporate Reporting** for the Independent Commission for Reconciliation and Information Recovery (ICRIR).

As a senior leader in the organisation, you will bring expertise in your field along with a proven ability to lead and inspire teams. You are someone who thrives in dynamic environments, embraces innovation, and is committed to creating long-term, values-driven impact.

Reporting to the Director of Finance & Corporate Services, the successful candidate will lead the Finance, Performance, Procurement and Risk teams, setting direction, managing workflows, assuring quality and staff engagement.

Financial planning, reporting, good governance, and expert advice is at the heart of decision-making. The role holder will have responsibility for financial planning, budgetary management, forecasting, and reporting on outturn to the Board and to senior management as well as ensuring the proper control and assurance frameworks are in place.

You will work closely with the strategy team to deliver our annual plan and external performance reporting. This is a high-visibility role working with budget managers and advising senior staff therefore the ability to communicate well in person and in writing, and to manage relationships will be key to success.

Key responsibilities

The key responsibilities of this role are but not limited to:-

- Supporting the Director to lead and set strategic direction in the effective delivery of services and support functions and take forward change management programmes as required.
- Setting strategic direction, leading, managing and motivating the team to develop a culture of service delivery and business partnering, with a strong focus on continuous improvement.
- Maintaining and continuously improving controls and processes within the team and across the Commission for effectiveness, value for money and efficiency as well as promoting transparency, value for money, risk management and accountability across all expenditure.
- Ensuring the timely and accurate production of monthly management accounts and statutory accounts, forecasting and budget returns, etc.
- Ensuring effective budget and cash management, including accurate monthly profiling, effective performance management and monitoring.
- Working with the Strategic Communications team to link budgetary and business planning.
- Collaborating with the Strategic Communications, Investigations and Legal teams to ensure forecasts of volumes, durations and costs of investigation/ streams of work are integrated.
- Developing and maintaining long-term financial forecasts. Contributing to spending review processes and other fiscal events as required.
- Supporting decision-making with investment appraisal, development of business cases etc.
- Developing robust financial efficiency/ savings plans and monitor implementation.
- Management of the Performance Management function and ensuring regular performance, compliance and risk reporting to the senior management team and Board.
- Management of the Procurement function and overseeing the procurement pipeline and current procurement activity and ensuring adequate commercial and contract management arrangements are in place.
- Contributing to the identification of key strategic priorities that will impact on the organisation within the corporate and risk management frameworks.

- Providing strategic leadership in risk management and ensuring that operational financial risks are identified, assessed, and mitigated in line with the corporate risk register.
- Driving the development of financial/ corporate systems, policies and processes to ensure they are efficient, fit for purpose and support corporate requirements.
- Ensuring that the Annual Report & Accounts are presented accurately and in accordance with established timetables and standards.
- Attendance at Board, Audit & Risk Committee, and other governance bodies as appropriate.
- Acting as the key liaison point with the Sponsor Branch, Northern Ireland Office on financial matters, external auditors (NAO), internal auditors and others as required.
- Ensuring audit report recommendations are implemented on a timely basis that lessons learned are communicated effectively throughout the organisation.
- Maintaining a sound system of internal control including ensuring compliance with corporate policies and governance requirements.
- Preparing the business plan and managing the delivery of divisional objectives.
- Taking the lead on corporate projects as required.
- Ensuring compliance and best practice in relation to: audit and risk; holding and processing information; data protection, GDPR, the use of corporate electronic systems; freedom of information and environmental regulations.
- Reviewing and ensuring effective staffing structures are in place with the appropriate levels of skills and expertise.
- Fostering an environment and culture that delivers excellence in all activities.
- Managing and supporting staff to deliver high-quality work, ensuring clear objectives and effective workload prioritisation.
- Leading on staff development through coaching, feedback, and identifying training needs to build team capability.
- Creating a positive, collaborative team culture that encourages learning, engagement, and continuous improvement.
- Deputising for the Director as and when required.

Person specification

Essential qualifications

Have successfully completed the professional examinations and be a full, and current member of one of the bodies listed below:-

- Chartered Accountants Ireland
- The Institute of Chartered Accountants in Scotland
- The Institute of Chartered Accountants in England and Wales
- The Chartered Institute of Management Accountants
- The Association of Chartered Certified Accountants
- The Chartered Institute of Public Finance Accountancy

NB Membership of alternative accounting bodies, recognised as equivalent by the selection panel, will be considered.

Essential skills and experience:

- A minimum of 5 years' post qualification experience in a complex organisation* with responsibility for a range of corporate functions.
- Demonstrable experience of overseeing organisational financial reporting, financial planning, budget management, audit processes, and compliance.
- Demonstrable experience of effectively analysing, managing and presenting complex financial management information at senior management and or board level to inform decisions.
- Effective interpersonal and communication skills with a proven ability to advise Senior Management, Executive Leadership Teams and Boards on strategic and operational matters.
- Demonstrable evidence of leading and developing a range of professional, highly skilled teams to deliver effective outcomes and performance improvements.
- Experience of building positive and effective working relationships across a wide range of internal and external stakeholders.

*"A complex organisation" is defined as an organisation with a turnover gross revenue of £15m, have a headcount of at least 100 employees and with a multi-disciplinary workforce responsible for a range of functions or services

and requiring a high level of collaboration with a range of internal and external stakeholders.

Desirable experience

- Previous experience in public sector financial management, including oversight of budgeting, forecasting, and audit compliance, underpinned by a strong knowledge of public sector financial governance frameworks, procurement regulations, and value for money principles.

We welcome the unique contribution diverse applicants bring and do not discriminate based on culture, ethnicity, race, nationality or national origin, age, sex, gender identity or expression, religion or belief, disability status, sexual orientation, educational or social background or any other factor.

We are happy to discuss the role and answer any questions you may have. Please feel free to contact us for an informal conversation by emailing us at recruitment@icrir.independent-inquiry.uk

Recruitment process

All applications for employment are considered strictly on the basis of merit. This job description should not be taken as constituting conditions of employment. You should consider if you can meet the values in the ICRIR Code of Conduct, especially in relation to any conflicts of interest that you might have. More information can be found at [ICRIR Code of Conduct – Independent Commission for Reconciliation & Information Recovery](#)

Additional information received after the closing date will not be considered. Failure to provide sufficient information in support of an application prior to the closing date will not be considered as grounds for an appeal if an applicant is not shortlisted for interview.

The selection and interview process will consist of two stages as detailed below:

Stage 1: Sift

Your application will be reviewed against the criterion listed in the Person Specification above.

Please provide a **CV** setting out your career history, with key responsibilities and achievements. You will be asked to provide reasons for any gaps.

Stage 2: Exercise and interview

Successful candidates who meet the required standard at sift will be invited to interview. Please note, the interview will consist of situational and competency-based questions and candidates should familiarise themselves with how to answer giving STAR responses (the panel will be looking for the scenario, the task to be completed, the action you took and the result/outcome)

We will assess you against the following behaviours during the selection process:

- Making effective decisions
- Seeing the big picture
- Changing and improving
- Communicating and influencing
- Leadership
- Working Together

The selection process will also include a presentation at interview stage, enabling candidates to demonstrate relevant skills and experience.

For candidates proceeding to interview, candidates will be asked to complete a Declaration of Interest form. **Please note, candidates will not be able to attend interview without having completed the Declaration of Interest form.**



At your interview, you will be assessed on how your skillset and experience align with the essential and desirable criteria of this role.

We will try and offer as much flexibility as we can, but it may not be possible to offer alternative dates for assessments or interviews. You are therefore asked to note the timetables provided under the 'about this role' section. Please note dates may be subject to change and we reserve the right to close the job earlier than advertised.

Please note that if you are successful in your application, you will be asked to list any interests you have which may be relevant to this role and consider any potential conflicts of interest. Your provisional offer will also be subject to right to work checks, providing two satisfactory references and obtaining the relevant security clearance level. A formal offer will then follow. Please do not provide notice to your employer until the formal offer has been accepted.

If you have any questions or would like an informal chat about the role before applying, please contact: recruitment@icrir.independent-inquiry.uk

Disabled Candidate Interview Scheme

We are committed to being an inclusive employer with a diverse workforce. We will offer an interview to any applicant with a disability who has indicated they would like to take part in our Disability Interview Scheme, provided they meet the essential criteria for the post as set out on the Person Specification page. Please let us know if this applies to you when submitting your application. If you need any reasonable adjustments to take part in our selection processes, please contact: recruitment@icrir.independent-inquiry.uk

Merit Lists

If we identify more appointable candidates than we currently have posts available, we will hold applicant details on a reserve list from which further appointments can be made for a period of 12 months. This may include roles at a lower pay band.

If you don't want to be added to the reserve list, please contact: recruitment@icrir.independent-inquiry.uk

Benefits of working for the ICRIR

As an employee of the ICRIR, you will have access to a wide range of benefits. These include:

Investment in you. Whatever your role, we take your career and development seriously and want to enable you to build a successful career. You will benefit from development opportunities, the opportunity to take bespoke training and study leave where applicable, as well as the opportunity to take secondments.

Flexible ways of working, including a blend of office and home working and options for working compressed hours arrangements. ✓ A supportive work environment, with access to occupational health services, wellbeing support and disability friendly policies.

A positive work life balance. We offer 30 days of annual leave in addition to 10 bank holidays observed in Northern Ireland from Day 1. In addition, you can take paid special leave for volunteering commitments up to 5 days per year.

Family friendly policies, with generous maternity, paternity, adoption and shared parental leave notably more than the statutory minimums, including paid leave for prenatal and preadoption appointments, as well as paid compassionate and emergency leave. We also offer paid leave in the event of miscarriage and loss of a child.

High occupational sick pay notably above statutory minimums (1 month full pay, 1 month half pay, rising to 4 months full pay, 4 months half pay in your 5th year with the ICRIR).

Tax-free charity donations, interest free loans and salary advances via payroll

Travel and subsistence where you are required to travel for work commitments with us.

Pension package

The ICRIR operates the Northern Ireland Local Government Officers' Superannuation Scheme. This is a defined benefit scheme with a generous employer contribution rate that allows you to save while you are working to enable you to enjoy a pension when you retire and peace of mind when it comes to planning for your future retirement.

Benefits of the NI local government pension scheme include:

- Main defined benefit pension scheme, providing a pension payable for life with no investment uncertainty.
- Choice of a tax-free lump sum.
- Generous employer contribution rate.
- Able to nominate anyone for a tax-free lump sum in the event of your death.
- Option to take early retirement.
- Tax relief on all your pension contributions.

You can find further information about the scheme on www.nilgosc.org.uk/members

FAQs

Is this role suitable for part-time working?

This role is available for full-time, or flexible working arrangements (including job share partnerships).

Will the role involve travel?

Regular travel to and presence at the Belfast HQ will be required if you are not Belfast based.

Where will the role be based?

The post is based in Belfast. Weekly travel to our London office may be required to support delivery of key objectives. Relocation costs will not be reimbursed, however, travel costs between Belfast and London can be reclaimed as an expense.

Can I claim back any expenses incurred during the recruitment process?

No. Unfortunately we will not be able to reimburse you, except in exceptional circumstances and only when agreed in advance.

What are the nationality requirements for this role?

To be eligible for employment to this role you must be a national from the following countries:

- The United Kingdom
- The Republic of Ireland
- The Commonwealth*
- A European Economic Area (EEA) Member State
- Switzerland
- Turkey Certain family members of EEA, Switzerland and Turkish nationals are also eligible to apply regardless of their nationality. (*Commonwealth citizens not yet in the UK, who have no right of abode in the UK and who do not have leave to enter the UK are ineligible to apply.)

For further information on whether you are eligible to apply, please visit gov.uk.

What reasonable adjustments can be made if I have a disability?

We are committed to making reasonable adjustments to support disabled job applicants and ensure that you are not disadvantaged in the recruitment and assessment process. If you feel that you may need a reasonable adjustment to be made, or you would like to discuss your requirements in more detail, please contact recruitment@icrir.independent-inquiry.uk

Do you offer an interview scheme for disabled candidates?

We will offer an interview to any applicant with a disability who has indicated they would like to take part in our Disability Interview Scheme, provided they meet the essential criteria for the post as set out on the Person Specification page.

Please let us know if this applies to you when submitting your application.

Is security clearance required?

Yes. If successful you must hold the required security clearance or be willing to obtain the required security clearance for this role. Information about the vetting process can be found online.

What do I do if I want to make a complaint?

The law requires that selection is on merit on the basis of fair and open competition. If you feel your application has not been treated in accordance

with this and our values, and you wish to make a complaint, contact recruitment@icrir.independent-inquiry.uk

What should I do if I think that I have a conflict of interest?

Candidates must note the requirement to declare any interests that might give rise to a conflict of interest. You should consider the policy ICRIR Code of Conduct – Independent Commission for Reconciliation & Information Recovery and if you believe that you may have a conflict of interest, before submitting your application please contact: recruitment@icrir.independent-inquiry.uk

Data sharing

We will ensure that we will treat all personal information in accordance with data protection legislation, including the General Data Protection Regulation and Data Protection Act 2018.

The legal basis for processing your personal data

Processing is necessary for the performance of a task carried out in the public interest.

Personal data are processed in the public interest because understanding employee experiences is important to inform decisions taken to improve these experiences, and ultimately organisation performance.

Sensitive personal data is personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

The legal basis for processing your sensitive personal data

Processing is necessary for reasons of substantial public interest for the exercise of a public body: it is important to know if groups of staff with specific demographic characteristics have a better or worse experience, so that appropriate action can be taken to level this experience.

Processing is of a specific category of personal data and it is necessary for the purposes of identifying or keeping under review the existence or absence of equality of opportunity or treatment between groups of people with a view to enabling such equality to be promoted or maintained.

Please note if you are successful in your application, your sensitive personal data will be used as part of the on-boarding process to build your employee record. For further information please see the GDPR Privacy Notice.

Diversity and inclusion

We value and support all our people and are committed to being an inclusive employer with a diverse workforce. We encourage applications from people from the widest possible diversity of backgrounds, cultures, and experiences. We are a new organisation and are using this opportunity to build a supportive and inclusive culture.

We will develop strong and proactive staff networks, special leave policies for hospital appointments, reasonable adjustments put in place for those who need them, and diversity talent programmes to help everyone, irrespective of background, to achieve their potential.

We want all our people to feel valued for who they are, and we are confident that you will find the Independent Commission for Reconciliation and Information Recovery a warm, welcoming and inclusive place to work.

We understand that the application process can be daunting. We offer the opportunity for prospective applicants to have an informal conversation with our hiring managers. This is to provide more information about the role, discuss any accommodations needed, and answer any questions you may have.

Disabled Candidate Interview Scheme

We are committed to being an inclusive employer with a diverse workforce. We will offer an interview to any applicant with a disability who has indicated they would like to take part in our Disability Interview Scheme, provided they meet the essential criteria for the post as set out on the Person Specification page.

Please let us know if this applies to you when submitting your application. If you need any reasonable adjustments to take part in our selection processes, please contact recruitment@icrir.independent-inquiry.uk

