



ROYAL  
BALLET  
SCHOOL

## HEAD OF FINANCE

### OVERALL PURPOSE OF THIS POST

The Head of Finance is responsible for managing all the day to day financial administration, grant administration, pensions and payroll activities of the school as well as ensuring all the statutory accounting and reporting functions are fulfilled. The Head of Finance will also assist the Chief Operating Officer (COO) in the overall strategic financial and operational development of the School.

### SUMMARY OF THE ROLE

The Head of Finance has day-to-day responsibility for all aspects of the School's finances including payroll, accounting, financial reporting and financial management.

Working with staff from across all departments of the School, the Head of Finance will be expected to ensure accurate accounting and reporting for both internal and external purposes. Operation and monitoring of appropriate financial controls is also an important element of the role. There is responsibility for the management of the School's finances across all its activities including the trading subsidiary as well as those of its sister charities the Royal Ballet School Endowment Fund and the American Friends of The Royal Ballet School.

The Head of Finance will report to the COO but will often be required to exercise his/her own judgement and operate independently much of the time.

### CONTRACT TERMS

Salary	£60-65,000 per annum depending on skills knowledge and experience
Hours	Full-time, 35 hours per week, with occasional evening or weekend work compensated by TOIL
Location	Upper School, Covent Garden with travel to White Lodge, Richmond Park once a fortnight.
Line managed by	Chief Operating Officer
Line manages	Financial Controller and Payroll Account. Total Finance team of five.
Key contacts	All staff, though with particular contact with Senior Leadership Team.

## SAFEGUARDING DUTIES AND RESPONSIBILITIES

The School is committed to safeguarding and promoting the welfare of children and young people and recognises that safeguarding and promoting the welfare of children is **everyone's** responsibility. The School expects all staff and volunteers to share this commitment to children's safeguarding and to share this child-centred approach. This approach means that staff must consider, at all times, what is in the best interests of the child. Additionally, the following is expected of all staff:

- To uphold the School's policies relating to safeguarding and child protection, behaviour, health and safety and all other relevant policies
- To promote and safeguard the welfare of children and young persons for whom you are responsible, and come into contact with
- To report any safeguarding concerns using the relevant channels, such as informing the Designated Safeguarding Lead, in a timely and appropriate manner
- To ensure full compliance with all statutory regulations, in particular the most recent Keeping Children Safe in Education, and communicating concerns to the Designated Safeguarding Lead, other relevant staff of The Royal Ballet School or local children's services as appropriate.

## MAIN DUTIES

This list should be seen as illustrative rather than prescriptive. The responsibilities below apply to The Royal Ballet School, TRBS Enterprises Ltd and to the Royal Ballet School Endowment Fund.

### FINANCIAL MANAGEMENT

- Document, implement and operate financial controls as necessary and appropriate to an organisation of the School's size and complexity
- Monitor and review the effectiveness of financial controls to ensure that they remain appropriate at all times
- Work with budget holders to prepare the annual budget for approval by the Finance Committee and Department for Education
- Work with the Chief Operating Officer on general strategic organisational development, service and business planning
- Implement new financial system to meet the increased demands of the School and its reporting
- Ensure compliance with all relevant financial legislation, regulations and guidelines such as SORP, VAT, Charity Commission requirements, etc
- Liaise with the Endowment Fund's investment fund managers regarding the investment of new funds and reporting of financial performance for internal and statutory purposes
- Prepare quarterly VAT returns and annual corporate tax returns for trading company
- Oversight of the School's payroll system and all associated tax and statutory returns
- Monitor and manage cash flows to maximise interest receivable
- Maintain strong working relationships with bankers, auditors and investment managers.

#### FINANCE ADMINISTRATION

- Manage Financial Controller and Payroll Accountant monitoring their work, setting targets and carrying out regular reviews
- Assist the COO in the preparation of papers for the Finance Committee's termly meetings
- Attend meetings of the Finance Committee and of the Trustees of the Endowment Fund
- Liaise with staff from other departments as necessary, providing proactive support and advice on financial issues as needed.

#### ACCOUNTING

- Review of the calculation of parental income to award Music & Dance Scheme grants ensuring the scheme's rules are adhered to at all times. Liaise with the Department for Education regarding grant payments, audit, and claim submissions
- Review of the calculation of parental income to award bursaries and financial assistance where Music and Dance Scheme funding is not available
- Oversee the processing of donations and grants to ensure they are properly accounted for and that Gift Aid claims are made accurately and promptly
- Ensure an appropriate distinction is maintained between restricted and unrestricted funds and monitor use of restricted funds to ensure that all restrictions are observed
- Coordinate the smooth operation of the monthly payroll and ensure that all relevant requirements relating to PAYE, etc. are complied with.

#### FINANCIAL REPORTING

- Prepare financial reports on specific activities and performances as needed
- Draft annual financial statements and supporting papers in line with the Charities SORP, Companies Act and all other relevant reporting requirements
- Oversee the annual audit ensuring the team prepare all relevant documentation.
- Ensure accurate and timely submission of HMRC returns (RTI, P11D, PAYE Settlement Agreements, etc.)
- Support the Development Team with requested reports on expenditure against restricted donations.
- Any other duties as may reasonably be required and that fall within the scope and range of the job.
- Preparation of the annual 990 return for the American Friends of The Royal Ballet School.
- Manage the annual audit for the Staff Pension and Life Assurance Scheme of The Royal Ballet School (external body to produce the final accounts).

## PERSON SPECIFICATION

### ESSENTIAL CRITERIA

- Relevant professional qualification, e.g. ACA, ACCA, CIMA
- Understanding of charity accounting requirements and of the Charities SORP 2015
- Experience of running a finance department in a similar sized organisation
- Previous management experience with a focus on developing and training staff
- Excellent interpersonal and communication skills, able to build supportive relationships with internal and external stakeholders
- Capable of managing multiple responsibilities and able to deliver to strict deadlines
- Strong IT skills and experience
- Ability to present financial information in an accessible format
- Able to interpret and clearly explain complex financial data to non-finance staff, students and parents
- Proven experience of working effectively with non-finance staff and contributing to wider organisational aims outside of the traditional finance remit
- Proactive and flexible attitude towards duties and working patterns in order to fulfil the requirements of the role, willing to get involved
- Empathy with the aims and ethos of the School.

### DESIRABLE CRITERIA

- Experience of working in an educational organisation
- Some knowledge and interest of ballet and/or dance education
- Experience of implementing financial software
- Experience of Sage accounting software and add-ons.

*Note: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.*

We're passionate about creating an inclusive workplace that promotes and values diversity. At The Royal Ballet School we are committed to creating an environment where every one of our employees feels part of our team and can flourish, regardless of their background.