



ROYAL
BALLET
SCHOOL

JOIN OUR TEAM

WORK AT THE ROYAL BALLET SCHOOL

ABOUT US

We are a global organisation with an important mission: to nurture, train and educate exceptional classical ballet dancers and to set the standard for dance training worldwide.

As a boarding school, a performing arts organisation and a charity, our team is varied. Our staff have specialist skills in dance, academics, pastoral care, healthcare, outreach, marketing, fundraising, and operations - to name a few.

We look for committed, enthusiastic candidates who demonstrate the skills and experience we need.

People are the key to our success - we attract, retain, develop and motivate the best in their fields to share our commitment to providing excellent care and education for our aspiring dancers and dance teachers.

OUR VALUES

**ACTIVELY
WIDENING
ACCESS**

**OUR HERITAGE
NOURISHES
OUR FUTURE**

**STRIVING FOR
EXCELLENCE**

**NURTURING
INDIVIDUALS**

**ALWAYS
INNOVATING**

WHAT'S IN IT FOR YOU?

Our full-time students are based at White Lodge in Richmond Park and Upper School in Covent Garden.

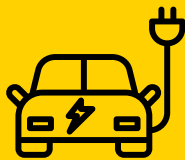
There are two additional boarding houses for Upper School students in Pimlico and Covent Garden. We also have offices on Bedford Street in Covent Garden.

The Royal Ballet School operates in locations worldwide, including different Associate centres and venues for Primary Steps and Intensive Courses.

Across our sites, there are a total of 280 employees. Wherever they work, our team respect each other, knowing everyone has a unique part to play in our organisation's mission. Our workspaces are friendly, welcoming and inclusive. Our employees share a passion for the arts in society and for supporting individuals to reach their full potential.



**GENEROUS
PENSION
SCHEME**



**TECH AND
ELECTRIC
VEHICLE SCHEME**



**CYCLE TO
WORK
SCHEME**



**EMPLOYEE
ASSISTANCE
PROGRAMME**



**LEARNING AND
DEVELOPMENT
OPPORTUNITIES**



**SEASON
TICKET
LOAN**



**GENEROUS
ANNUAL
LEAVE**



**DISCOUNTS
OFF A VARIETY
OF BRANDS**



**PARENT
FINANCE
OFFICER**

APPLICATION DETAILS

LOCATION:

Covent Garden, London (with occasional travel to White Lodge, Richmond Park)

HOURS:

Full time, Monday - Friday
35 hours per week

SALARY:

£32,000 per annum

START DATE:

ASAP

APPLICATION CLOSING DATE:

12 May 2025



OVERALL PURPOSE OF THE ROLE

The Parent Finance Officer will manage student finance and report to the Accountant. As the Finance department's initial point of contact for our students' parents, the Parent Finance Officer is responsible for providing accurate and timely information, recording relevant financial information, and completing financial calculations under the rules of the Department for Education's Music & Dance Scheme, Grants, Prizes, and Bursary funds.

Key to the success in this role is building and maintaining good working relationships with parents, attention to detail, and competency in Finance and MS Excel.

SUMMARY OF THE ROLE

The role includes day-to-day responsibility for:

- Providing first line of support for parent account queries
- Administering the Department for Education Music & Dance Scheme (MDS) awards, and other means-tested bursary support, grants and prizes
- Calculating means-tested financial assessments for School Fees, Associate Classes, and Intensive Courses using MS Excel models
- Administering the student visa process, maintaining parent and student financial records.

MAIN DUTIES

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

General (students):

- Be the first point of contact for parents regarding financial matters. Work with the Credit Controller to answer parent financial queries
- Work with the Credit Controller to ensure parents settle their invoices, including referral to credit agents
- Highlight the hardship cases to the Financial Controller with recommendations for action required.

Full-Time Students:

- Issue annual finance packs to parents of all full-time students, including up-to-date and relevant forms to apply for financial assistance and the yearly Parent Contract
- Ensure all income declaration forms and Parent Contract acceptances are received with the required supporting evidence
- Prepare the Financial Assessments of parental income and Music & Dance Scheme grants, ensuring the scheme's rules are always adhered to
- Issuance of CAS letter and dealing with the administration of visas for overseas students in line with UKVI regulations
- Attend the School's New Parents Days, which may include occasional weekends
- Update and maintain the student Excel database using iSAMS data
- Prepare recharges schedule for the credit controller to bill parents Associates / Intensive courses
- Ensure all income declaration forms are received with the required supporting evidence
- Prepare the calculations of parental income to award bursaries and financial assistance where Music and Dance Scheme funding is not available
- Liaise with the Training and Access department and Intensive Courses department to ensure that all queries are dealt with promptly.

Music & Dance Scheme:

- Reconcile the Music & Dance Scheme balance sheet accounts monthly
- Complete the Music & Dance Scheme annual returns.

Other Duties:

- Ensure all information and reporting is accurately titled, well-presented and delivered in a timely fashion
- Manage the archive of student files each year
- Assist the Finance Team in carrying out ad-hoc duties as and when required
- Reconcile and present reports for statutory audit and other audits as required
- To occasionally, if required, cover for other team members in their absence.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

- Customer service experience
- Substantive evidence of a consistent high-quality standard of work and delivery to deadline
- Excellent organisational skills with experience of prioritising work and managing conflicting deadlines
- Excellent interpersonal and communication skills, able to build supportive relationships with internal and external stakeholders
- Experience of working within a team, capable of working independently and autonomously when the job requires it
- Strong working knowledge of Windows PC systems and Microsoft Office programs
- Advanced Excel skills with the ability to accurately manage and manipulate large volumes of data, experience with iSAMS
- Able to represent the school on event days and confidently promote the work of the department
- Proactive and flexible attitude towards duties and working patterns to fulfil the requirements of the role, willing to get involved
- Empathy with and a commitment to the aims and ethos of the School.

DESIRABLE CRITERIA

- AAT qualification or similar, and a solid understanding of day-to-day financial and tax matters
- Experience of working in an elite sporting environment or educational organisation
- Some knowledge and interest in ballet and/or dance education
- Working knowledge of an event management system such as Cvent.

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, particularly the most recent Keeping Children Safe in Education, and to communicate concerns to the Designated Safeguarding Lead, other relevant staff of The Royal Ballet School or local children's services as appropriate.

We are committed to creating an environment where all our employees feel part of our team and can flourish, regardless of their background. We're proud to be an inclusive workplace that promotes and values diversity.

The information detailed here about this role should not be considered encompassing. Over time, the emphasis of the job may change without changing the general characterisation of the role or the level of duties and responsibilities. This information will be periodically reviewed and revised in consultation with the postholder.

**CLICK HERE
TO APPLY**

**CLICK FOR
ASSISTANCE
WITH YOUR
APPLICATION**

**CLICK TO
CONTACT US
IF YOU HAVE
QUESTIONS**

