



ROYAL  
BALLET  
SCHOOL



# JOIN OUR TEAM

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WORK AT THE ROYAL BALLET SCHOOL

# ABOUT US

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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

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**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.

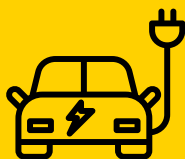
There are two additional boarding houses for Upper School students in Pimlico and Covent Garden. We also have offices on Bedford Street in Covent Garden.

The Royal Ballet School operates in locations worldwide, including different Associate centres and venues for 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**



**CREDIT  
CONTROLLER**



# APPLICATION DETAILS

## LOCATION:

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

## SALARY:

£33,000 per annum

## HOURS:

35 hours per week, Monday -  
Friday

## START DATE:

October 2025

Hybrid role with 3 days at Upper  
School, Covent Garden

## APPLICATION CLOSING DATE:

23 September 2025

## DURATION:

1 year FTC - Maternity Cover

## OVERALL PURPOSE OF THE ROLE

The Credit Controller supports the Finance Team in managing the day to day funding activities of the School, ensuring the tasks are completed on-time to a high-quality standard.

## SUMMARY OF THE ROLE

The Credit Controller is responsible for maintaining and recording accurate financial records, delivering balance sheet, profit & loss reconciliations and providing timely, well-presented financial information with the appropriate back up and audit trails. The role demands a good eye for detail and the ability to reconcile complex company accounts, whilst being required to answer queries from internal and external sources and providing a responsive, friendly, clear and high-quality level of service.



## **MAIN DUTIES**

### **SALES LEDGER:**

- Raise and issue accurate, timely sales invoices based on information provided by department budget holders or other finance team members: liaise with the respective departments to ensure appropriate back up is provided
- Process accurate invoicing with regards to VAT and ensure appropriate VAT reporting in the General Ledger
- Process direct debit instructions for School Fees, Associates, Teachers Diploma and Donors including the initial set up and any cancellations or adjustments: ensure payments are requested each month in accordance with the schedules
- Ensure that systems are set up for parents to settle their invoices, issue monthly statements and perform credit control to keep debts to a minimum: work with Parent Finance Officer to understand any changes in parent's circumstances.
- Run the Age Debtor report on monthly basis, review debtors with the Accountant monthly, and discuss any credit control issues. Where appropriate, work with the School's debt collection agency to recover long standing debt
- Liaise with the Parent to solve any payment related queries, and ensure invoices are paid in good time
- Help prepare the Financial Assessments of parental income and Music & Dance Scheme grants.

### **RECHARGES, BURSARY PAYMENTS, & CLAIMS:**

- Process payments for hardship and travel bursaries as per the agreed list with Parent Finance Officer.
- Process travel claims made by parents ensuring that all backup documents are attached.

### **BANK ACCOUNTS:**

- Post banking transactions as required including direct debit payments, standing orders and BACS receipts
- Monitor all current account entries daily, and notify the Development team of donations transferred directly to the School
- Maintain and monitor cashflow, reporting directly the Financial Controller on a weekly basis

- Attend weekly meetings with the Development team to discuss income and cashflow.

#### **MONTH END PROCESSES:**

- Complete month end reconciliations including: Sales Ledger Control account, Bank reconciliations, and other sales reconciliations.
- Calculate and post journals for monthly/year end accruals, deferrals and prepayments for income
- Preparing monthly deadline timetable and issuing it to finance team.
- Assist with preparation of audit file for annual audit.

#### **OTHER DUTIES:**

- Ensure filing is completed accurately and on a timely basis
- Assist the Parent Finance Officer in maintaining the shared inbox
- Reconcile and present reports for statutory audit and other audits as required
- Ensure all information and reporting is accurately titled and well presented
- Coordinate and assist with archiving finance and student files each year
- Assist the Finance Team in carrying out ad-hoc duties as and when required
- To occasionally, if required, cover for other team members in their absence.





## PERSON SPECIFICATION

### ESSENTIAL CRITERIA

- Experience of B2C (business to consumer) industry
- Knowledge of maintaining a sales ledger
- Evidence of a consistent high-quality standard of work and delivery to deadline
- Initiative, ownership of role, the passion to make a difference
- Ability to work independently and experience of supporting a team
- Excellent communication and relationship management skills with strong written and verbal skills
- Strong organisational skills
- Able to interpret and clearly explain complex financial data to non-finance staff, students and parents
- Proven experience of working effectively with non-finance and creative staff
- Advanced Excel skills
- Competence in Microsoft word and mail merge
- Confident and experienced user of finance systems
- Empathy with the aims, ethos and values of the School.

### DESIRABLE CRITERIA

- AAT qualified at Professional stage 4, or other professional qualifications.





## 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**

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ASSISTANCE  
WITH YOUR  
APPLICATION**

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

