



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.

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



**FINANCIAL
CONTROLLER**

APPLICATION DETAILS

LOCATION:

Upper School,
Covent Garden

HOURS:

35 hours per week,
Monday - Friday

DURATION:

Permanent

SALARY:

c£57,000 - £67,000
per annum

ANNUAL LEAVE:

30 days per annum

APPLICATION CLOSING DATE:

6 February 2026

**OVERALL PURPOSE OF THE ROLE**

The Financial Controller will be a core member of the Royal Ballet School Finance team, supporting the financial health and operations of the School by managing accounting functions, financial reporting, budgeting, compliance, and internal controls. This role ensures accurate financial data and safeguards School assets while adhering to regulatory standards.



MAIN DUTIES

FINANCIAL REPORTING AND FINANCIAL MANAGEMENT

- Lead in the preparation and review of monthly financial statements
- Coordinate the month-end and year-end closing processes
- Lead in preparing the statutory accounts annually for the three Royal Ballet School entities
- Management of the school cash flow position and projections
- Oversight and guidance on payroll rules and regulations.

TEAM LEADERSHIP AND DEVELOPMENT

- Manage and mentor the core accounting team – Accounts Payable, Accounts Receivable and Payroll - to ensure professional growth and alignment with company objectives
- Foster a culture of accountability, accuracy, and continuous improvement.

VAT

- Prepare and submit quarterly VAT returns
- Act as a VAT subject specialist for the Royal Ballet School Finance team.

BUDGETING AND FORECASTING

- Direct the preparation of annual budgets and periodic forecasts, in collaboration with the FBP
- Monitor actual performance against budgets and provide variance analyses.

COMPLIANCE AND RISK MANAGEMENT

- Ensure compliance with all UK regulations, including tax filings and reporting requirements
- Develop, maintain and enforce robust internal controls and policies to safeguard the company's assets
- Coordinate audits and serve as the primary liaison with external auditors.

STRATEGIC PLANNING AND ANALYSIS

- Support the School's Leadership team in strategic planning by providing financial insights
- Implement expected changes in reporting in line with the school's new five-year plan as directed by the DFE.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

- Proven ACA/ACCA/CIMA qualified accountant
- Prior experience with auditors and preparation of statutory accounts
- Experience in charity accounting (SORP)
- Strong knowledge of UK accounting standards, tax regulations and financial reporting
- Strong knowledge of VAT
- Proficiency in accounting software (e.g., QuickBooks, SAP, or Oracle) and advanced Microsoft Excel skills
- Exceptional analytical and problem-solving skills
- Strong organisational and project management abilities
- Excellent interpersonal and communication skills to collaborate with diverse teams.

DESIRABLE CRITERIA

- Familiarity with financial planning tools and systems
- Familiarity with independent school finance
- Familiarity with Endowment Funds.



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.





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TO APPLY**

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ASSISTANCE
WITH YOUR
APPLICATION

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CONTACT US
IF YOU HAVE
QUESTIONS

