

JOB DESCRIPTION

JOB TITLE	Director of Finance and Estates
TYPE OF CONTRACT	Permanent, full time
RESPONSIBLE TO	Principal and CEO
RESPONSIBLE FOR	Finance and Estates department
COUNTERSIGNING MANAGER	N/A
GROSS ANNUAL SALARY	£72,000 to £78,000
HOURS OF WORK	35 hours per week (9.30am-5.30 pm); plus, occasional evening and weekend work as necessary
KEY WORKING RELATIONSHIPS	LAMDA Board of Trustees, Senior management team, Budget holders
INTERNAL	
EXTERNAL	External Stakeholders
HOLIDAY ENTITLEMENT	28 days plus Bank Holidays (This is inclusive of any days when LAMDA may be closed i.e. Christmas closure)
PENSION	After 3 months of continuous service you will be automatically enrolled into our qualifying workplace pension scheme with AVIVA. LAMDA will make an additional contribution in accordance with auto- enrolment regulation
OTHER BENEFITS	After six months of continuous service and on successful completion of the probationary period, you will become eligible for the following benefits:
(1) GROUP LIFE ASSURANCE	LAMDA offers a death in service benefit where the nominated beneficiary could receive approximately 4 x annual salary payment if death occurs whilst in service
(2) SEASON TICKET LOAN	LAMDA offers an interest free loan for the purchase of an annual season ticket
(3) GP 24	Staff will have access to remote, private GP services 24/7, 365 days a year. GP 24 is supported by highly experienced and knowledgeable doctors

(4) EMPLOYEE ASSISTANCE PROGRAMME	LAMDA offers an employee wellbeing service which is confidential and easy to access. This service is available to staff 24 hours a day, 7 days a week
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JOB PURPOSE

The Director of Finance and Estates has overall responsibility for the financial control and operations of LAMDA. They will provide financial support for the Academy to ensure it can operate efficiently and effectively. They will support the Director to develop and deliver the vision and strategies of LAMDA. They will work effectively with the Director, Senior staff and Board of Trustees to ensure the continued financial and operational sustainability of LAMDA and to pursue the aim of excellence.

This is both a strategic and an operational role. This role will lead and manage a robust, effective, integrated, and efficient finance service for the Academy, including monthly management information, budgeting, forecasting, cash flow, banking, treasury and audit. Furthermore, this postholder should have proven experience in presenting such results at board level.

This role will also lead and manage the Estates and outsourced IT functions and provide operational and strategic planning support.

RESPONSIBILITIES:

Budgeting

- To manage the preparation and implementation of the Academy's annual operating budget.
- To prepare and maintain a rolling five-year budget plan and other financial plans as required.
- To create and manage budgets for capital expenditure programmes.

Management Accounting

- Review of income over next five years to be incorporated within the 5 year financial forecast
- Production and analysis of monthly management accounts and commentaries for budget holders on both revenue and expenditure as well as capital activities by working closely with senior staff and all principal budget holders and assist them with embedding a culture of financial awareness and overall efficiency.
- To produce on a timely basis monthly management reports on financial performance (including forecasts) for the Finance Committee and the Board, to include full Balance Sheet, Statement of Surplus or Deficit (including departmental supporting schedules), Statement of Cash Flows, and rolling forecasts of Surplus/Deficit and Cash Flows, as well as any supporting schedules required by management or the Board.

Preparation of Annual Accounts

- The production of annual report and accounts for LAMDA and its trading subsidiary.
- To ensure compliance with all relevant company and charity law and SORP as well as best practice.
- To plan and manage the annual audit process, liaise with auditors, and ensure prompt issuance of annual audited accounts with appropriate follow up on any audit issues raised.
- To report to and inform the Audit Committee of the Board on all matters relating to the annual audit of the accounts.
- Year-end accounts/report.

Financial Management

- To supervise and monitor all the Academy's contracts for financial and legal compliance.
- To manage and maintain financial controls on all capital expenditure projects.
- To manage and develop the Academy's banking and financing relationships, including Treasury management and optimising returns on financial resources.
- To oversee the financial relationships with funding bodies and other partners (including local authorities, OfS, Student Loans Company and US Federal Loan systems), including ensuring compliance with financial memoranda/funding agreements, and submission of returns, grant claims, and other information as required.
- To represent the Academy, as required, in dealings with the funding bodies, and ensure the Academy's interests are promoted and protected in the formulation of policy by the funding or regulatory bodies.
- To oversee the preparation of periodic tax returns for the charity and subsidiary trading company (VAT, Corporation Tax etc. as required).
- To implement and maintain appropriate internal controls throughout the Academy's financial systems with particular oversight of budget managing functions such as Exams.
- To oversee the Internal Audit (carried out by an independent internal audit firm) and ensure that budget holders respond to internal audit recommendations.

Trustee and Committee Meetings

- To advise the Principal/CEO and the Board of Trustees on all financial matters concerning the Academy and to attend Board, Finance, Audit and other committee meetings as required.

Oversight of Estates and Facilities

- To provide leadership, oversight and line management of the Estates and Facilities team, which includes outsourced IT services and front of house activities (Head of Estates, Deputy, plus team of 5).
- To manage IT services, currently through outsourced Managed Services Provision.
- To ensure LAMDA is fully compliant with all Health and Safety and Fire regulations and has a cadre of trained first aiders, marshals and fire wardens.

Other operations

- To act as Company Secretary where appropriate for all LAMDA's group of companies and to act as signatory on the bank account or statutory documents.
- To take responsibility for arranging adequate insurance to protect the company and the directors.
- To review financial compliance and to ensure that procedures are updated; to review and update as appropriate, the Finance Regulations for sign off by the Finance Committee.
- To support the Principal/CEO through taking forward the annual planning and budgeting process to arrive at an annual operating plan and budget agreement by the Board of Trustees.
- To maximise the use of approved budget to meet or exceed the annually planned goals.
- To ensure the continuous development of risk assessment, monitoring and reporting.
- To chair internal committees such as ICT; Health and Safety; GDPR/ FOI; Space Management and set up a new Sustainability Group.
- To undertake a Space Audit of LAMDA premises to ensure space is being utilised effectively and supports hybrid working.
- Complete planned capital projects.
- To set up new Sustainability group and report into SMT
- Review and Update as appropriate the Finance Regulations – for Finance Committee sign off
- To ensure LAMDA is fully compliant with all Health and Safety and Fire regulations and has a cadre of trained first aiders, marshals and fire wardens
- Take forward improvements in IT and review current outsourced provision vs another provider, bringing in house or shared provider arrangements.
- Review arrangements for IR35, and work with the external consultants to implement findings.
- To coordinate and oversee the regular updating the Risk Register.

- To work with the Commercial Director to seek opportunities to increase income.
- To maintain a business continuity plan.
- To work in Partnership with the Principal/CEO in updating the Strategic and Operational Plans.
- Any other duties as required by the Principal/CEO.

Line Management

- Line manage the Finance team; Finance Manager, Finance Officer(s) x 2, Payroll Officer, providing guidance and support both in their day-to-day work and in their longer term career development.
- To provide oversight and line management of the Estates and Facilities team and outsourced IT services (Head of Estates, Deputy, plus team of 5).

This job description reflects the present requirements of the post and should not be seen as an exhaustive list of responsibilities.

Duties and responsibilities may develop and change in consultation with line management.

ABOUT LAMDA

As the oldest drama school in the UK, founded in 1861 as the London Academy of Music and Dramatic Art, LAMDA is a world-leading conservatoire based in the heart of London, offering exceptional vocational training to actors, stage managers, technicians, directors and designers, regardless of their background or socio-economic circumstances. In 1965, LAMDA became the first drama school to introduce technical training and quickly became a prototype for other institutions branching into this area.

LAMDA is also an Ofqual-registered awarding body, offering world renowned qualifications in communication and performance and inspiring the next generation of confident communicators through qualifications in performance and communication.

LAMDA has been registered with the Office for Students as a stand-alone Higher Education Provider since 2019, and was granted full degree awarding powers in 2021. We believe drama has the power to transform lives. Our students graduate as authentic, confident and independent artists or technicians, capable of shaping their own careers.

Conservatoire training is, by its nature, selective, training only the best; course numbers are limited and LAMDA teaches in small groups. There is a core cohort of just under 400 UK and international students a year across six degree courses and other HE courses. The school also welcomes around 360 students onto other courses during the year, including short courses run during Spring and Summer vacations. LAMDA is a leader in performing arts training and strives for excellence in every facet of our organisation.

In July 2018, LAMDA joined the register of Higher Education Providers, a key step towards achieving degree awarding powers. LAMDA now operates independently from the Conservatoire of Dance and Drama, receiving funding directly from the Office for Students. LAMDA was granted full degree awarding powers in 2021.

At the heart of LAMDA's approach is a commitment to the ensemble, stressing the importance of collaboration to achieve excellence. LAMDA nurtures every student's unique talents to give them the tools they need to become independent, creative artists and technicians, along with all the help and guidance they need to transition and make their mark within the creative and performing arts industry. Alongside this, LAMDA is committed to ensuring that its training is accessible to all. LAMDA has several substantial measures in place to widen access to Higher Education and is committed to the creation of pathways to our training for those from the Global Majority, those from low socio-economic backgrounds and care leavers.

The work of the Academy is complemented by that of LAMDA Examinations, through which LAMDA offers a drama and communications-based syllabus leading to accredited and non-accredited awards in the UK and overseas.

In 2017, LAMDA moved into its new £28.2m centre for world-leading drama training. LAMDA's new home features ten large training and rehearsal studios, three theatres - the 200 seat Sainsbury Theatre, 120-seat the Carne Studio Theatre and the Linbury Studio, and a fully equipped digital and audio suite. In January 2018, LAMDA alumni Benedict Cumberbatch was appointed the Academy's President.

LAMDA Alumni include Nikki Amuka-Bird, Patricia Hodge, Janet Suzman, Chiwetel Ejiofor, Jeremy Irvine, Rory Kinnear, Harriet Walter, Rose Leslie, Paterson Joseph, David Oyelowo, Katherine Parkinson, Toby Stephens, David Suchet, Sam Claflin, Leah Harvey, and Ruth Wilson, among many others.