

JOB DESCRIPTION

JOB TITLE	Head of Finance
TYPE OF CONTRACT	Permanent, full-time
RESPONSIBLE TO	Director of Finance & Estates
RESPONSIBLE FOR	Finance Officer(s) x2 Finance Manager
GRADE AND SALARY	Grade 7 £48,723 - £53,241 Please note that we advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range
HOURS OF WORK	35 hours per week; Monday to Friday (9.30am – 5.30pm) plus evening and weekend work as and when necessary
KEY WORKING RELATIONSHIPS	Finance department, SMTs, Heads of Depts, budget holders
INTERNAL	
EXTERNAL	Bank, auditors, customers, suppliers, IT providers, Advisors, US Fed loans, HMRC
PROBATIONARY PERIOD	Your employment will be subject to a probationary period of 6 months
BENEFITS	
(1) HOLIDAY ENTITLEMENT	Generous annual leave of 28 days plus Bank holidays (This is inclusive of any days when LAMDA may be closed, e.g. Christmas closure)
(2) 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 regulations
(3) GP 24	You 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 (EAP)	EAP is a confidential employee benefit designed to help you deal with personal and professional

	problems that could be affecting your home life or work life, health and general wellbeing. EAP service provides a complete support network that offers expert advice and compassionate guidance 24/7, covering a wide range of issues
(5) MENTAL HEALTH SUPPORT	LAMDA offers confidential, 24/7, online easy to access mental health support which is a free service
(6) CYCLE TO WORK SCHEME	LAMDA offers a salary sacrifice cycle to work scheme
(7) EYE TESTS	Sight test costs is reimbursed to employees who require VDU use
(8) HYBRID WORKING	Hybrid working may be offered for some non-student facing roles. We expect a norm of 60% of your time in the office and 40% of your time to be worked from home
(9) GROUP LIFE ASSURANCE	After six months of continuous service and on successful completion of the probationary period you will become eligible to death-in-service benefit where the nominated beneficiary could receive approximately 4 x annual salary payment if death occurs whilst in service
(10) SEASON TICKET LOAN	LAMDA offers an interest-free loan for the purchase of an annual season ticket
(11) REWARDS MARKETPLACE	You are eligible to join our reward scheme in which you can take advantage of discounts and perks in 1000s of brands from a wide variety of categories

JOB PURPOSE

The purpose of this role is manage and develop the finance function at LAMDA, to set LAMDA's financial controls and to ensure they are adhered to, and to work closely with the Director of Finance and Estates to deliver the organisation's strategic objectives and provide high quality financial information and support across the organization.

The Head of Finance will be responsible for coordinating the annual budget setting process, producing the information required to ensure statutory compliance of finance activities and lead on the annual accounts and audit. They will also lead on the smooth running and management of day-to-day financial operations, and apply their technical, communication and problem-solving skills to a range of projects and issues.

To succeed in this role, the ideal person needs to be a qualified accountant or finance professional with experience in people management and charity accounting. In addition to the relevant technical skills, the successful candidate will be someone who takes a proactive approach and has excellent people skills to build and maintain effective relationships with colleagues. Attention to detail, an analytical mind and a can-do approach are key for this role.

DUTIES AND RESPONSIBILITIES

- To coordinate the annual budgeting and forecasting process, providing budget holders with the information and training they need to create and manage their budgets to achieve our strategic financial goals
- To monitor performance against the budget throughout the year, investigating any variances greater than 10%
- To lead on the production of the Annual Report and Financial Statements for LAMDA and its subsidiary, liaising with auditors and key staff to ensure the process runs to schedule and delivers a high quality and accurate document
- To manage the financial relationships with funding bodies and other partners (including local authorities, OfS, Student Loans Company and US Federal Student Aid), including ensuring compliance with financial memoranda/funding agreements, and submission of returns, grant claims, and other information as required.
- To support the Director of Finance & Estates to provide the board of trustees and relevant committees with all information relating to strategic and operational finance and risk.
- Monitor cash flow forecasts throughout the year
- To manage the Finance department budget, with a focus on getting the best value for money.
- To lead on the review of LAMDA's financial system and procedures with a view to streamlining and improving our accounting processes, to make them more time-efficient, including both day-to-day transactions and annual processes such as the annual audit
- To line manage and develop the Finance Manager, Finance Officers, Payroll Officer and Credit Control team
- To support and advise other departments on the development and submission of business cases, funding applications and reports, providing them with the financial information they need to achieve their strategic goals
- To prepare and maintain a rolling five-year budget plan and other financial plans as required for institutional management and reporting to stakeholders.
- In liaison with the Estates Manager, to administer the insurance provisions for the organisation to ensure comprehensive cover and value for money.
- To ensure that financial records and monthly financial reports are timely, accurate, fit for purpose and facilitates effective decision making, working with budget holders to identify efficiencies and improvements to budget management.
- To undertake work for specific projects and programmes as required

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.

The successful applicant will be required to go through a DBS 'Enhanced Disclosure' check. Expenses will be met by the Academy.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
SKILLS / ABILITIES	<p>Strong oral and written communication skills</p> <p>Excellent interpersonal skills</p> <p>Excellent organisational skills</p> <p>Confident using digital platforms</p> <p>Initiative and problem-solving skills</p> <p>Excellent attention to detail</p>	<p>Good negotiation skills</p>	<p>CV/Cover letter/ Interview</p>
KNOWLEDGE	<p>Finance regulations, policy and procedure</p> <p>Knowledge of the charity SORP</p>	<p>Experience of working in an education establishment</p>	<p>CV/Cover letter/ Interview</p>
EXPERIENCE	<p>Experience in charity accounting</p> <p>Previous experience in a similar role</p> <p>Proven line management experience</p>		<p>CV/Cover letter/ Interview</p>
QUALIFICATIONS	<p>Qualified accountant</p> <p>Advanced Excel skills</p>		<p>Certificates (if applicable)</p>
QUALITIES	<p>High attention to detail</p> <p>Proactive & eager to show initiative</p> <p>Proven ability to work under pressure</p> <p>Tenacity</p> <p>Tact, discreet and diplomatic</p> <p>Excellent communication skills</p>	<p>Positive attitude and 'can do' approach</p>	<p>CV/Cover letter/ Interview</p>

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.

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 alumnus Benedict Cumberbatch was appointed the Academy's President.

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.

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.