ArtsEd

Financial Controller

ArtsEd originated from two schools, one founded in 1919 by Grace Cone and one founded in 1922 by Olive Ripman. These two educational pioneers believed passionately in the value of combining a general academic education with specialised training in dance, drama, music and art. They were committed to preparing young people for professional careers in or related to the theatre.In 1939, Grace and Olive joined forces to create the Cone Ripman School, subsequently named the Arts Educational Schools. Dame Alicia Markova and Sir Anton Dolin drew almost exclusively on ArtsEd students to help them create their revolutionary company London Festival Ballet, which eventually became the English National Ballet. Ballerina Dame Beryl Grey became Director of the Schools in the 1960s.

ArtsEd continued to innovate, introducing both professional acting and musical theatre courses and in 1986 moved to its present home in Chiswick. In 2007, Lord Andrew Lloyd Webber became President, heralding an auspicious new era for ArtsEd. The School of Musical Theatre and School of Acting offer full-time BA and MA courses. Our Musical Theatre course is recognised as the best in the UK, while the Acting course is praised for its innovative 50:50 split between stage and screen acting. Our outstanding record of graduate success sees nearly every one of our Musical Theatre graduates and over three-quarters of our Acting graduates make their professional debuts within six months of graduating.

'The future of this country's theatre tradition depends on centres of excellence such as ArtsEd.'

Lord Lloyd Webber, ArtsEd President

The Role

Contract:	Permanent
Department:	Finance
Reports to:	Director of Finance and Operations
Working Pattern:	Full time - 40 hours per week
Benefits:	Competitive benefits package
Salary:	£50,000 per annum

ArtsEd is committed to safeguarding and promoting the welfare of children and young people and expects all staff (permanent and visiting) and volunteers to share this commitment; all staff are required to undergo background checks in line with Keeping Children Safe in Education 2024 regulations and to hold an enhanced DBS.

Summary of the role:

The main purposes of the role are, reporting to the Director of Finance and Operations:

- To lead and supervise the day-to-day activities of the finance department
- To provide support to the Director of Finance and Operations and operational management in the analysis and understanding of the management and financial accounts
- To review and improve internal financial controls and financial processes and procedures

Key Responsibilities

Key Responsibilities

- Leading the preparation of the Termly Management Accounts for discussion with the Director of Finance and Operations.
- Oversee preparation of the company's annual accounts in accordance with company and charity law.
- Make appropriate arrangements for an annual external audit and liaising with the auditors during their audit work.
- Ensure reporting meets compliant standards with statutory law and financial regulations.
- Ensuring all balance sheet control accounts are correctly reconciled and that there is a detailed audit trail at each balance sheet date.
- Prepare and maintain the Fee Schedule and reconcile to Management and Financial accounts.
- Take lead responsibility for Fee invoicing to make sure all fees are raised correctly and in a timely manner and that all in year changes are correctly implemented.
- Take lead responsibility for the validation of Bursaries and advising management as appropriate.
- Manage the payroll and approval of any monthly payroll adjustments for staff including pension contributions
- Take lead responsibility for payroll and salary related expenses, ensuring all changes are appropriately authorised and approved.
- Actively participate in the Budget process preparing prior year information for guidance for presentation to the those charged with governance.
- Support Management with guidance and instruction on all financial queries and best practice
- Provide management with regular actual v. budget information
- Attend all Finance Committee meetings with the Director of Finance and Operations and to take minutes at the meeting if required.
- Attend such other meetings with management and Trustees as may be appropriate.
- Assist in the completion of the OFS return
- Assist in the completion and reconciliation of the quarterly VAT returns
- Meeting with the Director of Finance and Operations on a regular weekly basis to discuss financial and other related issues and to advise of possible financial problems, opportunities, or upcoming issues.
- Manage, mentor, and motivate the finance department staff
- Reviewing financial systems and leading the implementation of new developments as appropriate.
- Any other tasks as might be reasonably requested

ArtsEd

ISI Independent Schools Inspectorate

Ofsted Outstanding Provider

TEF Gold