

ArtsEd



Financial Controller Job Pack

ArtsEd

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
Job Title	Financial Controller
Location	ArtsEd, 14 Bath Road, Chiswick London, W4 1LY
Reports to:	Director of Finance and Operations

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.

Role Overview

Reporting to the Director of Finance and Operations, the Financial Controller is responsible for the effective operational leadership and day-to-day management of the Finance Department. The postholder will ensure the integrity of ArtsEd's financial records, maintain robust financial controls, deliver accurate and timely financial reporting, and lead core finance processes including management accounting, statutory accounts preparation, payroll oversight, fees administration, cash management, taxation and compliance.

The Financial Controller will support the Director of Finance and Operations by providing high-quality financial analysis, maintaining effective financial systems and processes, and working collaboratively with budget holders across the organisation to promote strong financial management and accountability.

The role is responsible for leading and developing the Finance Team and ensuring that all finance operations are delivered efficiently, accurately and in accordance with regulatory, statutory and organisational requirements.

Key Responsibilities

Financial Control and Compliance

- Maintain and continuously improve the organisation's financial control environment, ensuring robust systems, processes and procedures are in place.
- Ensure all financial transactions are accurately recorded and processed in accordance with accounting standards, charity requirements and internal policies.
- Oversee all balance sheet reconciliations and control accounts, ensuring timely reconciliation and appropriate supporting documentation.
- Ensure compliance with all relevant financial regulations, taxation requirements and reporting obligations.
- Support the Director of Finance and Operations in maintaining financial policies and procedures and ensuring adherence across the organisation.
- Monitor financial risks and control weaknesses and recommend improvements where required.

Financial Reporting

- Lead the preparation of monthly and termly management accounts, including variance analysis, cash flow reporting and commentary for review by the Director of Finance and Operations.
- Produce accurate and timely financial information to support decision-making across the organisation.
- Prepare financial performance reports, forecasts and analysis for budget holders and senior leaders.
- Support the preparation of reports and papers required by the Executive Leadership Team, Finance, Risk and Audit Committee and Board of Trustees.
- Ensure all routine financial reporting is completed accurately and within agreed timescales.

Key Responsibilities

Budgeting and Financial Planning

- Coordinate and support the annual budgeting and forecasting process under the direction of the Director of Finance and Operations.
- Prepare financial models, historical analyses and supporting information to inform budget planning.
- Monitor departmental performance against budget and provide regular reporting and analysis to budget holders.
- Work collaboratively with managers throughout the organisation to improve financial understanding and accountability.
- Assist in identifying opportunities for efficiencies, cost control and value for money.

Statutory Accounts, Audit and Regulatory Reporting

- Lead the preparation of annual statutory accounts and supporting working papers for review by the Director of Finance and Operations.
- Coordinate the year-end financial close process and ensure all reconciliations and supporting schedules are completed.
- Act as the primary day-to-day contact for external auditors and coordinate audit requirements across the organisation.
- Manage the preparation of audit schedules and responses to audit queries.
- Support the completion of regulatory and statutory returns, including Office for Students and Charity Commission reporting requirements as directed.
- Prepare VAT returns and ensure compliance with relevant taxation requirements.

Key Responsibilities

Payroll, Fees and Cash Management

- Oversee the payroll process, ensuring all payroll changes are appropriately authorised, processed and reconciled.
- Ensure pension contributions and payroll-related liabilities are accurately accounted for and submitted within required timescales.
- Oversee tuition fee administration, invoicing and collection processes, ensuring income is recognised accurately and promptly.
- Maintain the fee schedule and ensure consistency between student records and financial reporting.
- Oversee the administration and financial monitoring of bursaries, scholarships and fee adjustments.
- Monitor cash flow, banking transactions and working capital requirements, escalating issues and risks to the Director of Finance and Operations.
- Support treasury and cash management activities as required.

Finance Business Partnering

- Build effective relationships with budget holders and managers across the organisation.
- Provide advice, guidance and support on financial procedures, budget management and financial decision-making.
- Promote financial awareness and understanding throughout the organisation.
- Support managers in understanding financial performance, forecasting requirements and budget accountability.
- Contribute financial insight to projects, business cases and operational initiatives.

Finance Systems and Continuous Improvement

- Lead the ongoing development and optimisation of financial systems and reporting tools.
- Identify opportunities to improve efficiency, accuracy and effectiveness within finance processes.
- Support the implementation of new financial systems, controls and reporting solutions.
- Develop and maintain appropriate financial documentation and procedural guidance.
- Ensure financial records are maintained securely and in accordance with data protection and organisational requirements.

Leadership and Team Management

- Lead, manage and develop the Finance Team, ensuring high standards of performance and service delivery.
- Allocate work effectively across the team and ensure appropriate segregation of duties.
- Conduct regular supervision, performance reviews and staff development activities.
- Foster a positive, collaborative and customer-focused culture within the Finance Department.
- Promote continuous professional development and knowledge sharing within the team.

General

- Deputise for the Principal on financial and operational matters as required.
- Undertake any other duties commensurate with the level and responsibilities of the post



Person Specification

Essential

- Fully qualified accountant (ACA, ACCA, CIMA or equivalent).
- Significant experience in a senior finance role with responsibility for management accounts, budgeting, forecasting and statutory accounts.
- Experience of preparing reports for Boards.
- Experience of financial control, audit, payroll, VAT and regulatory compliance.
- Experience of leading and developing finance staff.
- Strong technical accounting, financial analysis and reporting skills.
- Ability to communicate financial information effectively to both financial and non-financial stakeholders.
- Strong organisational, problem-solving and systems skills, with a focus on continuous improvement.
- High levels of integrity, accuracy and professionalism, with a commitment to ArtsEd's values.

Person Specification

Desirable

- Experience within education, higher education, charity or not-for-profit sectors.
- Knowledge of Charity SORP and relevant regulatory reporting requirements.
- Experience supporting Board, committee or senior leadership reporting.
- Experience implementing finance systems and process improvements.
- Understanding of procurement and value-for-money principles.
- Experience of fee income, bursary administration or student finance processes.

ArtsEd



Thank you

ISI Independent
Schools
Inspectorate

