ArtsEd



Director of Finance and Operations

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 I986 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	Director of Finance and Operations
Location	ArtsEd, 14 Bath Road, Chiswick London, W4 1LY
Reports to:	Principal

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

The Director of Finance and Operations is a key member of the Executive Leadership Team at ArtsEd and plays a critical strategic and operational leadership role across the institution. The role is responsible for ensuring the financial sustainability, operational effectiveness, and statutory compliance of the organisation alongside oversight of managing organisational risk. This includes managing finance, IT, Legal/Governance and Operations including Facilities and Catering, as well as responsibility for operational health and safety, risk management, and business continuity planning. The role holder will also partner with the Principal and Executive Leadership Team on supporting strategic and commercial decision making, managing transformation and corporate governance.

The postholder will demonstrate professional credibility in managing the organisation's financial strategy and day-to-day financial functions, as well as building and maintaining strong relationships with banking partners and external auditors. They will uphold and model the highest standards of ethics and governance as required by regulatory and legal bodies including but not limited to the Charity Commission, the Independent Schools Inspectorate, and the Office for Students.

The Director of Finance and Operations will be an expert in collaborative working, providing leadership across the institution in developing financial literacy, building commercial awareness, and enable evidence-informed decision-making. They will have strong organisational risk management skills and able to navigate complexities arising in leading in this area. They will also work closely with the Board of Trustees providing financial and compliance insight as well as assurance regarding the financial health of ArtsEd. The role holder will play a key role in supporting and enabling the organisation's commercial aspirations, ensuring new initiatives and income-generating activities are underpinned by sound financial planning and operational delivery.

Key Responsibilities

Strategic and Executive Leadership

- Contribute actively to the Executive Leadership Team, shaping the strategic direction and operational delivery of the organisation.
- Provide timely, accurate, and insightful management reports and recommendations to the Principal, Board, and committees.
- Support the Chair of the Finance, Risk and Audit Committee to ensure effective governance and transparency of institutional performance.
- Foster a culture of collaboration, transparency, and accountability across operational and academic functions.
- Support the development and execution of commercial strategies and initiatives aligned with the organisation's mission and values, including managing change and transformation projects.
- Provide effective and proactive leadership to the Finance and Operations directorate, embedding the ArtsEd Values in all activity.

Financial Services Leadership

- Lead the finance function, ensuring sound financial planning, budgeting, forecasting, and reporting as well as effective procurement practices.
- Manage the relationship with external auditors and ensure effective year-end processes and compliance.
- Oversee and manage robust financial controls and, where necessary, recommend and implement systems and processes to support budget-visibility and accountability.
- Maintain strong banking relationships and oversee cash flow, investments, and debt management.
- Promote financial discipline, value for money, and ethical financial practice across the organisation.
- To implement financial business partnering with budget holders, including working across departments to increase financial awareness, improve financial literacy, and support commercial and entrepreneurial approaches.
- Oversee procurement and ensure compliance with procurement policies and value-based purchasing.

Key Responsibilities

Operational Services Leadership

- Lead the operations function to ensure that all operation functions are effective and serve the needs of the organisation, including but not limited to building maintenance and space utilisation, external venue utilisation, health and safety practices, and emergency protocols and procedures, commercial hiring of the building and compliance with all intersecting legal and regulatory requirements such as safeguarding in this context.

- Provide strategic leadership for the facilities team, supporting the Head of Facilities to ensure effective building maintenance, cleaning, security, and space management across all sites where the organisation operates, including third-party and leased spaces.

- Act as the Executive lead for all legal and insurance matters pertaining to the institution.

- Act as the institution's Data Protection Officer.

- Act as the institution's UVKI sponsor for international students who require a visa.

- Have overall responsibility for leading the IT and catering provision through the management of the outsourced providers, to ensure service quality and cost-effectiveness alongside all operational and legal requirements of these areas.

- Manage all third party provide contracts, including but not limited to IT, Catering, Governance, Data Compliance and to effectively evaluate of service levels to ensure efficiency and effectiveness.

- Ensure operational oversight includes compliance and emergency resilience across all locations, not limited to the main campus, with consistent standards for safety, access, maintenance, service delivery and cyber security.

Health and Safety, Organisational Risk Management and Compliance

- Act as the Executive lead for health and safety, ensuring statutory compliance and promoting a culture of safety across the organisation.

- Act as the Executive lead on risk management and business continuity planning, ensuring robust frameworks are in place and regularly tested and reported upon.

- Oversee the annual Health & Safety Audit and resultant action plan responding to recommendations.

- Own, maintain and regularly report on the Institutional Risk Register.

- Ensure that the institution is prepared for and can respond to emergencies, including maintaining and implementing emergency protocols, including overseeing cybersecurity and response planning to potential cyber threats.

Key Responsibilities

Governance and Reporting

- Oversee governance for the institution, ensuring the Board of Trustees and its sub-committees are serviced in a timely and effective manner.
- Report to and support the work of the Executive Leadership Team.
- Report to and support the work of the Finance, Risk and Audit Committee, the Governance, People and Culture Committee, and the Board of Trustees.
- Report to any other governance committee as directed by the Principal.
- Ensure regulatory compliance and lead on internal controls, risk assurance, and mitigation strategies.
- Ensure the timely and accurate submission of accounts to all relevant bodies and ensure effective participation with the audit process.
- Manage ongoing relationships with banks and other financial bodies, ensuring that the institution manages any covenant requirements.
- Provide effective management reports to key stakeholders, promoting a culture of proactive review with budget holders.

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

- Recognised professional accounting qualification, such as ACA, ACCA or CIMA.
- Significant senior-level experience of financial and operational leadership, including financial reporting and the preparation of statutory accounts.
- Proven ability to manage complex budgets, financial planning, forecasting and audit processes.
- Proven ability to produce high-quality management, statutory and compliance reporting.
- Experience of operating effectively within complex regulatory and compliance environments.
- High standards of professional ethics, integrity and judgement.
- Excellent interpersonal and communication skills, with the ability to collaborate, influence and build credibility with a wide range of internal and external stakeholders.
- Proven ability to provide clear, insightful executive and Board-level reporting, advice and challenge that support effective decision-making and good governance.
- Proven ability to lead, develop, coach and appraise high-performing teams.
- Ability to communicate complex financial concepts clearly and build financial confidence and capability across an organisation.
- Strong commercial acumen, with a track record of supporting business development, income generation and organisational sustainability within a values-driven context.
- Proven ability to oversee organisational risk, ensuring effective systems of assurance, mitigation and escalation.
- Experience of negotiating and overseeing significant contracts, outsourced services and third-party suppliers, with a focus on performance, value and risk.
- Ability to provide effective strategic oversight of health and safety, business continuity and organisational resilience.
- Experience of leading significant organisational, operational or cultural change.

Person Specification

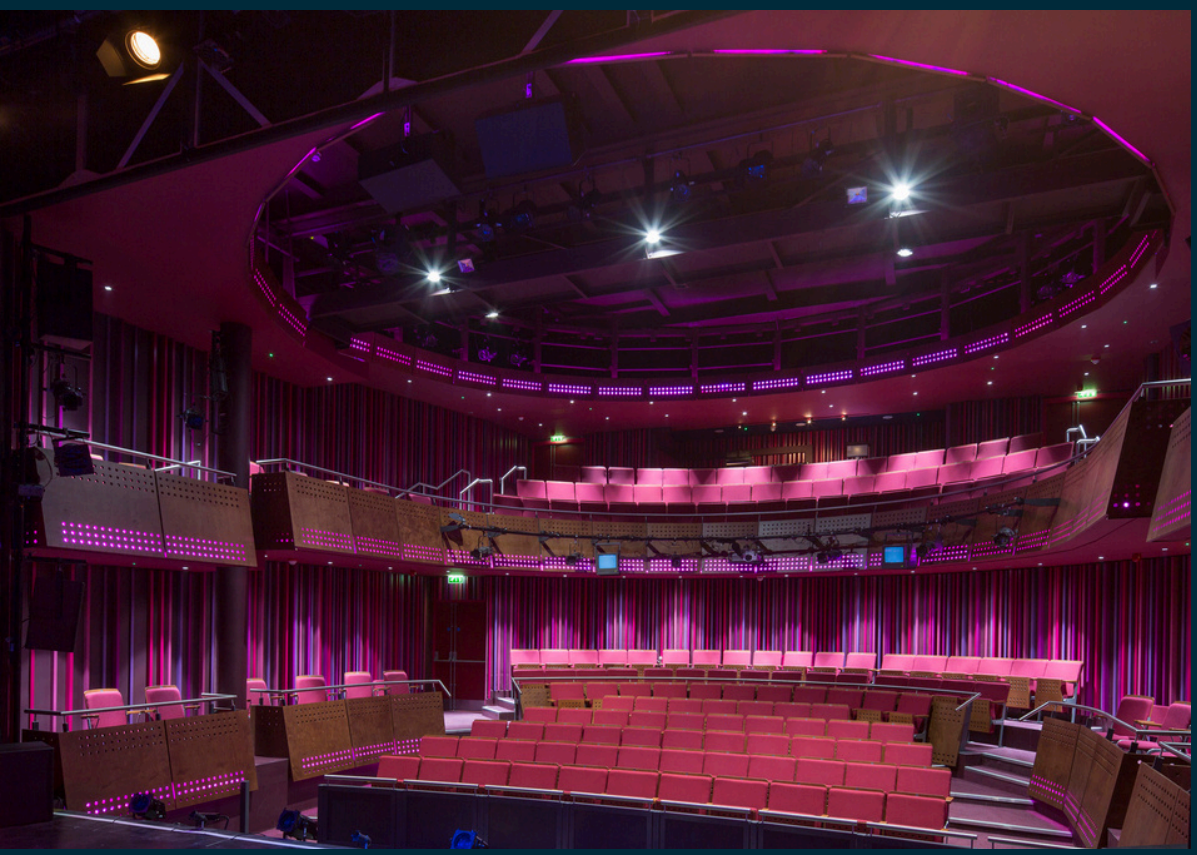
Desirable

- Experience of working in, or with, the education, charitable, performing arts or not-for-profit sectors.
- Knowledge and understanding of the regulatory environment relevant to higher education and/or charities, including bodies such as the Office for Students and Charity Commission.
- Experience of preparing or overseeing submissions to statutory and regulatory bodies.
- Knowledge of procurement requirements relevant to public, higher education or not-for-profit organisations.
- Experience of overseeing responses to regulatory, health and safety or other organisational audits and ensuring effective implementation of resulting improvement plans.

Key Relationships

- **Principal and Executive Leadership Team**
- **Chair of the Board of Trustees, Chairs of Board Sub-Committees, Trustees**
- **Banks and Financial Institutions**
- **External Auditors and Professional Advisors**
- **External Health & Safety Auditor**
- **Contracted Service Providers (e.g. IT, Catering, Governance)**
- **Internal Finance, Facilities, and Operations Teams**
- **Department Heads and Budget Holders across the Institution**
- **Business development and commercial leads**

ArtsEd



Thank you

ISI Independent Schools Inspectorate

Ofsted Outstanding Provider

TEF Gold