

# TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

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## HEAD OF FINANCIAL ACCOUNTING FULL-TIME, PERMANENT

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## HEAD OF FINANCIAL ACCOUNTING

**Contract: Full-time, Permanent**

**Salary: £53,850 - £61,808\* p.a. (Including LWA)**

**\*(Pay award pending)**

Trinity Laban Conservatoire of Music and Dance, which is just 10 minutes from London Bridge, is a forward thinking, contemporary and world-class Higher Education Institution with a vision to redefine the conservatoire for the 21<sup>st</sup> century. At the leading edge of music and dance training, it provides specialist education of the highest quality, which reflects the increasingly collaborative world of artistic practice and supports the lifelong career development of students and professional performing artists.

Working within the Finance Department and reporting to the Head of Finance, this is a key role within the team, responsible for financial accounting and improving our financial and payroll systems. You will be responsible for the year-end statutory accounts of the institution, its subsidiaries and related organisations plus day-to-day management of our financial operations, payroll and financial systems functions.

You will be CCAB qualified and have experience of leading a customer focused team. A good knowledge of financial reporting standards and financial governance is essential alongside an understanding of best practice for the provision of financial services. Experience with Agresso, systems implementation and working within the Higher Education sector is desirable. This is an exciting and challenging role for an innovative and highly organised individual who has natural leadership capabilities.

As an equal opportunities employer we positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

If you think this might be just the job for you, please register an account with our eRecruitment system (or login if you have an account) and complete an online application form using the following link <https://jobs.trinitylaban.ac.uk/>

**Closing Date: Wednesday 18 September 2019 at 23:59 hours BST (No Agencies)**

**Interview Date: Thursday 3 October 2019**

For any queries about this position that are not covered in the job pack, please email [staffrecruitment@trinitylaban.ac.uk](mailto:staffrecruitment@trinitylaban.ac.uk) or contact Katerina Filosofopoulou, People Services and Resourcing Officer on 0208 305 9476.

*All of our taught programmes are validated by Trinity Laban Conservatoire of Music and Dance. Research degrees are validated by City, University of London.*

*Trinity Laban Conservatoire of Music and Dance is a company limited by guarantee registered in England and Wales Company No. 51090. Registered Charity No. 309998.*

## JOB DESCRIPTION

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<b>Post:</b>	Head of Financial Accounting
<b>Department:</b>	Finance
<b>Reporting to:</b>	Head of Finance
<b>Grade:</b>	9
<b>Contract:</b>	Full-Time, Permanent
<b>Line management:</b>	Payroll Manager, Financial Controller, Systems Administrator

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## PURPOSE OF ROLE

- Working within the Finance department and reporting to the Head of Finance, this is a key role within the finance department's senior management team, responsible for maintaining and reporting on the financial records of the institution and the development of its systems. The role is responsible for the year-end statutory accounts of the institutions, its subsidiaries and related organisations, purchase ledger, treasury, sales ledger, credit control, payroll and financial systems functions.
- The post holder is expected to assess the efficiency of the various transaction processes, with a view to reducing costs and/or improving service. In addition, you will be responsible for ensuring that processes relating to student fees and credit control, payroll, purchase ledger are efficient and effective. With the assistance of the Conservatoires professional advisors you will also provide guidance and advice on direct and indirect tax. You will work closely with other senior staff within the institution.
- You will be CCAB qualified and have experience of leading a customer focused team. A good knowledge of financial reporting standards and financial governance is essential alongside an understanding of best practice for the provision of financial services. Experience with Agresso, systems implementation and working within the Higher Education sector is desirable.

## MAIN DUTIES

1. To plan, organise, manage and co-ordinate the activities of the financial accounting team ensuring the integrity of the financial records and consistency of analysis.
2. To provide a responsive, accurate and consistent financial advice service to agreed deadlines both internally and externally, ensuring all internal and external reporting is timely, and is conducted to professional standards.
3. To co-ordinate and produce the annual statutory accounts for the Conservatoire, its subsidiaries and associated organisations such as its legacy pension scheme.

4. To prepare reports, grant claims and returns required by the Conservatoire's funders, including the Office for Students (OfS) and other bodies such as the HESA accurately and on time.
5. To review, develop and maintain the financial management environment including financial regulations and schemes of delegation.
6. To develop and implement work practices and processes, which enhance the effective operation of the institution.
7. To work closely with the Financial Controller to provide assessments on the efficiency of the various transactional processes and develop cost reduction solutions.
8. To contribute to the development of financial strategies/policies and ensure their delivery.
9. To manage the Financial Systems Administrator to continually improve the quality of financial information.
10. To act as a key contact for the finance department on system developments projects across the Conservatoire, for example, development of a new student records system and improvement in systems integration.
11. To ensure information about the Finance department its procedures and processes are communicated effectively via the intranet, external website and other communication channels.
12. To work closely with departments to improve the ease of use of Agresso (and other finance systems) for non-finance users.
13. To manage the Payroll Manager, retain oversight of the Payroll and Pensions Assistant and review all payroll and pension activities, liaising with colleagues in Human Resources as required.
14. To ensure robust systems, process and procedures are in place to maintain the payroll and pensions service for the Conservatoire and to identify and implement improvements as required.
15. To establish and maintain effective working relationships both internally and externally within the team.
16. Ensure that taxation matters and other matters relating to statutory bodies are dealt with effectively and in accordance with the statutory requirements. This includes preparation of the Conservatoire's annual tax computation.
17. To provide advice and develop procedures for ensuring compliance with indirect and direct taxation (if required with reference to the Conservatoire's professional advisors).
18. Manage cash, control debtors and creditors, oversee our capital requirements and treasury services and meet targets as agreed with the Head of Finance.
19. To be responsible for the maintenance and management of the institution's Fixed Asset Register.
20. To establish effective working relationships with auditors and participate in internal and external networks as required.
21. To ensure that the institution's Financial Regulations and supporting procedures are regularly reviewed and updated as necessary.

## **Other duties**

1. Any other duties consistent with both the grade and scope of the post.

**THE POST HOLDER MUST:**

- At all times be committed to Trinity Laban's Equality and Diversity Policy.
- Adhere to all policies and procedures relating to Health and Safety in the workplace.
- Promote the profile and image of the Department and the Conservatoire wherever possible.

**CONSERVATOIRE VALUES:**

- All staff are expected to operate in line with Trinity Laban's Terms and Conditions for staff, which set out the principles of how we work together. More information about the Conservatoire's vision, mission and values is available at:  
<https://www.trinitylaban.ac.uk/about-us/governance/our-vision>

Trinity Laban has a no smoking policy on its premises.

*The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post. All members of staff are required to be professional, co-operative and flexible in line with the needs of the Conservatoire.*

## HEAD OF FINANCIAL ACCOUNTING PERSON SPECIFICATION

Criteria	Specification	E/D	Measured By
<b>Education/ Qualifications</b>	CCAB recognised accountancy qualification	Essential	Application
	Educated to degree level or equivalent	Essential	Application
<b>Experience</b>	Experience of maintaining or managing a payroll function	Desirable	Application/Interview
	Experience of Higher Education institutional accounting including the HE SORP	Desirable	Application/Interview
	Aptitude/Experience of implementing improvements in financial and other systems	Essential	Application/Interview
	Experience of maintaining and preparing statutory accounts and liaising with external auditors	Essential	Application/Interview
	Experience of process review to improve efficiency and effectiveness.	Desirable	Application/Interview
	Experience of managing a team of finance staff	Essential	Application/Interview
	Experience of VAT and Income tax matters.	Essential	Application/Interview
	<b>Knowledge or Understanding</b>	Detailed knowledge of best practice in financial systems	Essential
Excellent knowledge and use of finance packages (Agresso experience desirable)		Essential	Application/Interview
<b>Skills and Abilities</b>	Pro-active use of technology including Excel, Word and Outlook	Essential	Application/Interview
<b>Personal Qualities</b>	A proactive, customer focused and results orientated approach	Essential	Application/Interview/Test
	Well organised with the ability to remain effective when working under pressure and achieve deadlines without sacrificing attention to detail	Essential	Application/Interview/Test
	An adaptable, flexible, experienced and capable manager with the personal qualities necessary to lead and effectively develop the financial accounting function	Essential	Application/Interview/Test

*Applicants must be eligible to work legally in the United Kingdom. If you do not have the necessary permissions to do so, unfortunately we are unable to consider your application.*

## CONDITIONS OF SERVICE – SUMMARY AND STAFF BENEFITS

<b>Contract:</b>	Full time, permanent subject to a 6 month probationary period.
<b>Hours:</b>	35 hours per week, usually from 9.00 am to 5.00 pm Monday to Friday, (with a daily lunch break of one hour). Some evening and weekend working will be required during busy periods, for which time off in lieu will be given.
<b>Location:</b>	Just 10 minutes from London Bridge, you will be based at the Faculty of Dance (Laban building, Creekside) but may also be required to work at the Faculty of Music (King Charles Court, Old Royal Naval College).
<b>Salary:</b>	Trinity Laban Staff Salary Scale, Grade 9, Incremental Points 44 - 49, £53,850 - £61,808 p.a., inclusive of a London Weighting Allowance of £3,718 p.a. Salaries are paid on the last working day of each month direct into bank or building society accounts.
<b>Holidays:</b>	25 days p.a. in addition to Statutory, Bank and Public Holidays. Please note, only full calendar months will count.
<b>Sick Pay:</b>	Trinity Laban operates the Statutory Sick Pay Scheme, and staff may be eligible for benefits in excess of this under Trinity Laban's own sick pay scheme.
<b>Pension Scheme:</b>	The successful candidate will be auto-enrolled into the Universities Superannuation Scheme. Employees contribute at the rate of 8% of their pensionable salary. The Conservatoire pays the Employer's contribution currently at the rate of 18% of pensionable salary.
<b>Staff Development:</b>	A range of Staff Development opportunities are available.
<b>Library:</b>	The Laban Library & Archive (Faculty of Dance) and the Jerwood Library of the Performing Arts (Faculty of Music) are available for use.
<b>Car Parking:</b>	A limited number of parking spaces are available at the Laban Building, subject to availability.
<b>Cycle to Work:</b>	A cycle to work scheme is operated.
<b>Give as you earn</b>	A give as you earn scheme is operated.
<b>Cafeteria:</b>	Our Cafeterias/Licensed Bars at both sites serve a range of hot and cold drinks and snacks.
<b>Events:</b>	There is a wide range of music and dance performances each week, many of which are free to members of staff.
<b>Classes:</b>	Reduced rates access to Adult Classes.
<b>Eye Care:</b>	Vouchers for eye tests are available for VDU users.
<b>Health:</b>	Reduced rates for Health services and access to the Cash 4 Health plan. Details are available from the Health Department.

## INFORMATION ON TRINITY LABAN CONSERVATOIRE OF MUSIC AND DANCE

Trinity Laban Conservatoire of Music and Dance is the UK's only conservatoire of music and contemporary dance. The unequalled expertise and experience of its staff, and its world class facilities housed in landmark buildings, put Trinity Laban at the forefront of vocational training in music, musical theatre, and dance.

Our history goes back to 1872 with the founding of Trinity College of Music in London. Trinity College of Music merged with Laban (founded in 1946) in 2005 to create Trinity Laban, now home to a creative and cosmopolitan community of students, teachers and researchers from around the globe.

We have a reputation for innovation and forward-thinking, and are focused on training students for life-long careers in our art forms. Each year we welcome over 1,000 students from over 60 countries to follow undergraduate, postgraduate and research programmes. Thousands more people enjoy music, dance and health activities as part of our lively performance and outreach programmes.

Our unrivalled roster of teaching staff includes respected academics, performers, composers and choreographers. Many of them are active researchers who push at the boundaries of their art forms, and extend our understanding of artistic and educational practice. We also welcome leading visiting artists, ensembles and companies from around the world, so our students benefit from working directly with today's top performers.

We work together in a number of outstanding locations, including the 17<sup>th</sup>-century Old Royal Naval College at Greenwich (a World Heritage Site), the Stirling Prize-winning Laban Building in Deptford, and the magnificent Grade II listed Blackheath Halls. Our world-class facilities include state-of-the-art practice rooms and dance studios, flexible performance spaces and internationally famous libraries. Students also have access to the cultural wealth of London, and regularly perform at its leading venues.

To find out more, visit [trinitylaban.ac.uk](http://trinitylaban.ac.uk)