

TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

HEAD OF FINANCIAL ACCOUNTING

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HEAD OF FINANCIAL ACCOUNTING

Contract: Permanent, full-time

Salary: £51,911 - £59,583 p.a. (including LWA)

Trinity Laban Conservatoire of Music and Dance is a forward thinking, contemporary and world-class Higher Education Institution with a vision to redefine the conservatoire for the 21st 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. The role is 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.

You can download a job pack and application form from our job vacancies page <http://www.trinitylaban.ac.uk/about-us/job-opportunities/vacancies> and for any queries you can contact Sangeetha Kurup, HR Officer on 020 8305 9475 or email staffrecruitment@trinitylaban.ac.uk

And to apply for this position, please send your completed application form to the email address staffrecruitment@trinitylaban.ac.uk

Closing date: 12 Noon, Monday 10 October 2016

Interviews: Monday 24 October 2016

CVs will not be accepted unless accompanied by a completed application form.

Trinity Laban Conservatoire of Music and Dance is committed to equal opportunities and diversity.

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

Post:	Head of Financial Accounting
Department:	Finance
Reporting to:	Head of Finance
Responsible for:	Financial Controller, Payroll Manager and Finance Systems Administrator
Grade:	9

PURPOSE AND CONTEXT OF THE 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.

THE FINANCE DEPARTMENT

The Finance Department is responsible for the overall financial management of the institution including subsidiaries (e.g. Blackheath Halls). The department provides a full range of financial services to the Conservatoire.

The Conservatoire has devolved systems of planning and budgeting and the Finance Department works closely with all academic and performance programmes and support services to maximise the opportunities for the Conservatoire within an appropriate control environment. The Department maintains and develops the central finance system, Agresso, and provides on-line access together with training.

MAIN DUTIES AND RESPONSIBILITIES

- 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.
- 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.
- To co-ordinate and produce the annual statutory accounts for the Conservatoire, its subsidiaries and associated organisations such as the Laban Endowment and its legacy pension scheme.
- To prepare reports, grant claims and returns required by the Conservatoire's funders, including the Higher Education Funding Council for England (HEFCE) and other bodies such as the HESA accurately and on time.
- To review, develop and maintain the financial management environment including financial regulations and schemes of delegation.
- To develop and implement work practices and processes, which enhance the effective operation of the institution.
- To work closely with the Financial Controller to provide assessments on the efficiency of the various transactional processes and develop cost reduction solutions.
- To contribute to the development of financial strategies/policies and ensure their delivery.
- To manage the Financial Systems Administrator to continually improve the quality of financial information.
- 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.
- To ensure information about the Finance department its procedures and processes are communicated effectively via the intranet, external website and other communication channels.
- To work closely with departments to improve the ease of use of Agresso (and other finance systems) for non-finance users.
- 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.
- 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.
- To establish and maintain effective working relationships both internally and externally within the team.
- 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.

- To provide advice and develop procedures for ensuring compliance with indirect and direct taxation (if required with reference to the Conservatoire's professional advisors).
- Manage cash, control debtors and creditors, oversee our capital requirements and treasury services and meet targets as agreed with the Head of Finance.
- To be responsible for the maintenance and management of the institution's Fixed Asset Register.
- To establish effective working relationships with auditors and participate in internal and external networks as required.
- To ensure that the institution's Financial Regulations and supporting procedures are regularly reviewed and updated as necessary.

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.
- Act with professionalism and integrity at all times in carrying out any duties for and on behalf of Trinity Laban.
- Participate in relevant Institutional staff development/instruction programmes as required by the Head of Finance.
- Take a flexible approach to working hours and to attend any meetings or conferences related to the duties described above, as required by the Head of Finance.
- Ensure that personal leave is taken at times which do not conflict with the efficient discharge of the above duties.

Please note:

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.

Trinity Laban has a no smoking policy on its premises.

HEAD OF FINANCIAL ACCOUNTING PERSON SPECIFICATION

<u>REQUIREMENTS</u>	ESSENTIAL (E) or DESIRABLE (D) REQUIREMENTS	MEASURED BY: a) Application Form b) Test/Exercise c) Interview
The post holder must be able to demonstrate:		
CCAB recognised accountancy qualification	E	a
Educated to degree level or equivalent	E	a
Pro-active use of technology including Excel, Word and Outlook	E	a c
Excellent knowledge and use of finance packages (Agresso experience desirable)	E	a c
Experience of Higher Education institutional accounting including the HE SORP	D	a c
Detailed knowledge of best practice in financial systems	E	a c
Experience of maintaining or managing a payroll function	D	a c
Aptitude/Experience of implementing improvements in financial and other systems	E	a c
Experience of maintaining and preparing statutory accounts and liaising with external auditors	E	a c
Experience of process review to improve efficiency and effectiveness.	D	a c
Experience of managing a team of finance staff	E	a c
Experience of VAT and Income tax matters.	D	a c
A proactive, customer focused and results orientated approach	E	a c
Well organised with the ability to remain effective when working under pressure and achieve deadlines without sacrificing attention to detail	E	a c
An adaptable, flexible, experienced and capable manager with the personal qualities necessary to lead and effectively develop the financial accounting function	E	a c

Applicants for this role 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.

HEAD OF FINANCIAL ACCOUNTING CONDITIONS OF SERVICE – SUMMARY AND STAFF BENEFITS

Contract:	Permanent, full-time, subject to a six-month probationary period.
Hours:	Normal working hours are 35 per week (with a daily lunch break of one hour), usually from 9.00am to 5.00pm.
Salary:	Trinity Laban Staff Salary Scale, Grade 9, Incremental Points 44 - 49, £51,911 - £59,583 p .a., inclusive of a London Weighting Allowance of £3,584 p.a. Salaries are paid on the last working day of each month direct into bank or building society accounts.
Location:	Based within the 'Cottages' on the Laban site adjacent to the Faculty of Dance. However, as the post holder has responsibilities across the Conservatoire, you will need to attend our other sites for example the Faculty of Music (King Charles Court, Greenwich) and Blackheath Halls, on a regular basis.
Annual Leave:	25 days p.a. in addition to Statutory, Bank and Public Holidays.
Pension Scheme:	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 Employers contribution currently at the rate of 18% of pensionable salary.
Sick Pay:	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.
Staff Development:	A range of Staff Development opportunities are available.
Car Parking:	A limited number of parking spaces are available at both sites, subject to availability.
Cafeterias:	Our recently refurbished Cafeterias on both sites serve a range of hot and cold meals plus drinks and snacks.
Events:	There are a wide range of music and dance performances each week, many of which are free to members of staff.
Childcare:	Trinity Laban operates the Edenred childcare voucher scheme. Details are available on request from the HR Department.
Classes:	Reduced rates access to Adult Classes.
Eye Care:	Vouchers for eye tests are available for VDU users.
Health:	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

In 2005, Laban joined nearby Trinity College of Music to form Trinity Laban Conservatoire of Music and Dance. The pairing of these two leading organisations has created a diverse community of performers, choreographers, composers, designers, teachers, researchers and writers. As the traditional divisions between art forms blur, Trinity Laban provides its students with unique collaborative opportunities in an environment of creative and technical excellence. We encourage our students to explore the ever-evolving art forms of music and dance, and provide the real-world skills they need to become the artistic leaders of the future.

The Conservatoire runs a vibrant programme of performances and festivals as well as ground breaking education, community and social-inclusion schemes.

FACULTY OF DANCE

Trinity Laban is one of Europe's leading centres for the training of professional contemporary dance artists, attracting students from around the globe.

We have the largest team of specialist contemporary dance teachers in the world as well as exceptional facilities. Our state-of-the-art building won the UK's highest architectural award - the RIBA Stirling Prize for 'Building of the Year' - and recently topped The Daily Telegraph's list of the most inspiring buildings in Britain.

No. 1 for Dance in the Guardian University Guide for the last 4 consecutive years we are training the leading dance artists of tomorrow - we provide our students with the best artist training and the skills they need to succeed in the professional world.

FACULTY OF MUSIC

Located in the beautiful Wren-designed King Charles Court at the Old Royal Naval College in Greenwich, Trinity Laban's Faculty of Music is one of the UK's leading centres for the training of professional musicians. It is a creative and cosmopolitan community of performers, composers, teachers and researchers. It provides a realistic preparation for the 'portfolio career' of the modern performing musician: developing a diversity of skills on the one hand, and intense specialisation on the other. Programmes are tailored to the personal interests and needs of individual musicians, from pre-undergraduate through to postgraduate and professional development courses. Trinity Laban Music has long been acknowledged for fostering a caring environment for its students. Our professional staff are renowned musicians with many working as acclaimed soloists or belong to top London orchestras and opera companies.