

TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

DIRECTOR OF FINANCE AND ESTATES

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DIRECTOR OF FINANCE AND ESTATES

Salary: This is an Executive appointment, and the salary will be commensurate with the seniority of the post and the experience of the appointee.

Contract: Full-time - Permanent

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. Trinity Laban is one of a small number of specialist Higher Education Institutions to be recognised by the Office for Students as 'world leading'.

We are seeking a new Director of Finance and Estates to help lead the Conservatoire through an ever-changing educational and funding landscape. Leading a team of ten Finance staff and 20 Estates and Facilities staff, you will be a fully qualified accountant with experience of financial leadership in an organisation of comparable size and complexity. Ideally you will have first-hand knowledge of the Higher Education sector. As part of the executive team and as a senior post holder, you will also play a wider role in the strategic management of the Conservatoire, ensuring we achieve our vision of "*redefining and reclaiming the conservatoire for the twenty first century*".

We are looking for candidates who can demonstrate that they have the necessary skills, experience, and commitment to enable them to thrive in this challenging and exciting role.

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

For an informal discussion about this post please contact Mark Holleran at **Talentedu** who have been exclusively retained for this role.

For a job pack and application form, please visit www.talentedu.co.uk or contact mholleran@talentedu.co.uk

Telephone: +44 (0) 203 290 2907

Closing date: 5 pm on Friday 9th February 2024

Interview date: Preliminary interviews will be held in the week beginning 26th February 2024

City University London validates Trinity Laban's the Research Degree Programme. Within the validation partnership Trinity Laban are responsible for the delivery and management of the Research provision and City University for assuring the quality and standards of the programmes.

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:	Director of Finance and Estates
Department:	Finance
Reporting to/supervised by:	The Principal
Grade:	Executive

OVERVIEW

The Conservatoire generates an annual turnover of circa £29m from multiple sources and aims to return an operating surplus after interest payable of at least 3% of that figure.

The Finance Team

The Director of Finance and Estates has overall responsibility for a team of ten staff who are responsible for all aspects of financial and management accounting at the Conservatoire. The Director is supported by the Head of Finance who directly line manages the team on a day-to-day basis. The Head of Financial Accounting reports to the Head of Finance and has line management responsibility for the Payroll Manager who manages the day-to-day operation of the Conservatoire payrolls and the Financial Controller who oversees the work of two financial accounting officers providing integral support in purchasing, sales, and general financial administration. In addition, there is a Management Accountant and a management accounts assistant responsible for providing management information for the various internal and external stakeholders (including budget holders), enabling them to make informed decisions on their departmental plans and projects. The Internal Audit function is provided by the HE audit specialists the Kingston City Group and while responsibility for this function rests with the Audit Committee the Director of Finance and Estates will have regular working contact with them and advise on their work plan. Similarly, there is a shared services company providing procurement advice and support to the Conservatoire and the Director of Finance and Estates is expected to line manage the procurement manager and represent the Conservatoire on the company's board.

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

The Estates and Facilities Team

The Director of Finance and Estates has overall responsibility for a team of twenty-three staff who are responsible for all aspects of managing the estate and facilities at all our four locations within the Conservatoire. The team includes Trinity Laban's room bookings and

reception functions. The Director is supported by the Head of Estates and Facilities who directly manages the team on a day-to-day basis.

The focus of this job is to provide a high level of decision support in an environment of significant change. There is a requirement for high quality systems and reporting to underpin the strategic development of the institution.

1. Main Objectives

As a member of Trinity Laban's (the HEI) executive team, you will be responsible to the Principal for

- 1.1 The leadership, management, and development of staff in the finance function, ensuring that staff are appropriately supported and have the necessary tools, skills, and knowledge to meet departmental and organisational objectives.
 - 1.2 Ensuring that appropriate processes are in place to ensure the long-term financial viability of the Conservatoire, advising Managers and other staff on the financial consequences of proposed actions.
 - 1.3 Ensuring that the Conservatoire always achieves value for money and that it has in place effective procedures for monitoring and reviewing this area.
 - 1.4 Producing and presenting reports to the executive team, the Board of Governors and relevant Board committees (including Finance and General Purposes and Audit Committee), ensuring that senior managers and governors receive accurate and up-to-date information and to advise governors and managers on all financial matters.
 - 1.5 Ensuring the finance and estates and facilities departments meet the needs of the organisation through constant improvement of the services they offer and that they adjust to meet any new demands.
 - 1.6 Ensuring that financial policies and procedures are appropriate for the organisation and that the use of these is monitored.
 - 1.7 Updating and monitoring the Conservatoire's financial strategy.
 - 1.8 Developing the role to promote and deliver objectives to the highest possible standards.
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2. Financial and Management Accounting Systems

- 2.1 To be responsible for the timely preparation and completion of the annual audited accounts of the HEI, Blackheath Halls (including its subsidiary Blackheath Enterprises) and the accounts of the Trinity College Pension Scheme and to ensure that proper books of accounts are maintained in line with recognised accounting standards.
- 2.2 To ensure that the Conservatoire has appropriate systems in place for all aspects of treasury management and that these are followed.
- 2.3 To be responsible for the development and maintenance of management information systems, ensuring that staff and trustees receive the financial analysis and information they require.

- 2.5 To be responsible for the HEI's treasury and Endowment Fund management; the preparation of annual estimated cash flow statements, the monitoring of cash resources on a periodic basis, and the investment of cash reserves as appropriate.
 - 2.7 To be responsible for the co-ordination and management of the annual budget and forecast processes and to advise on resource allocation.
 - 2.8 Where appropriate to oversee and/or negotiate contracts and project budgets with funders and other parties and to approve all such relevant contracts.
 - 2.10 To have overall responsibility for the development of accounting software, systems for income collection and other internal systems in line with operational needs.
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3. Corporate Governance

- 3.1 To join the Boards of Blackheath Halls and that of the Shared Service Procurement Company.
 - 3.2 To assist, as directed, in respect of any appropriate matters relating to the HEI's corporate governance.
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4. Business & Strategic Planning

- 4.1 As a member of the executive team, to contribute to strategic planning and preparation of the HEI's business plan and to play an active and strategic role in the financial planning of the organisation.
 - 4.2 To prepare, implement and review for approval by the executive management team, the Finance strategy and operational programme ensuring effective performance and corporate development.
 - 4.3 In conjunction with the Principal and through the executive management team, to research and develop new business opportunities, working with both the public, private and voluntary sectors.
 - 4.4 To assist the Principal and executive management team in the strategic planning and financial management of the HEI's estate and to liaise with the OfS on all issues concerning capital funding and expenditure as directed.
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5. Financial Control, Risk Management, Payroll and Pension Administration

- 5.1 To oversee and sustain a comprehensive system of internal financial control to standards that will be found robust in audit examination.
- 5.2 To be responsible for ensuring that appropriate financial risk management techniques are embedded throughout the Conservatoire and that appropriate risk assessments are conducted on a timely and regular basis.
- 5.3 To be responsible for ensuring that adequate insurance arrangements are in place for the HEI.
- 5.4 To consult with officers from the Office for Students (OfS) on matters relating to the HEI's finances (capital and revenue) as directed.

- 5.5 To oversee the preparation of such financial returns and reports as OfS may require (including the Annual Financial Forecasts and the TRAC return).
 - 5.6 To assist the Principal and the executive management team in providing information for the Board and its principal committees (Finance and General Purposes, Audit, Nominations and Remuneration), and to prepare such papers and reports for approval by the Principal's Management Group as may be required by the Board and its Committees, OfS, Local Authorities and other relevant stakeholders.
 - 5.7 To be responsible for and oversee the periodic revision of the HEI's operating manuals on financial administration.
 - 5.8 To hold executive responsibility for the internal administration of the Conservatoire's payrolls.
 - 5.9 To hold executive responsibility for the internal administration of the Conservatoire's pension schemes.
 - 5.10 To ensure the Conservatoire receives appropriate advice on relevant tax matters.
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6. Estates

- 6.1 To assist the Principal in overall management of the HEI estate together with its operational and maintenance requirements.
 - 6.2 To assist the Principal to consult with the relevant officers at OfS and other relevant stakeholders on all estate's matters.
 - 6.3 To assist the Principal in all capital project matters (including estate expansion, sustainability projects etc) and relevant negotiations with developers, architects, and planning officers etc.
 - 6.4 To work with the Head of Estates and Facilities to ensure the Conservatoire's major facilities contracts are effective and provide value for money.
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7. Other Duties

- 7.1 To consult with, and respond as necessary to, such other institutions or organisations as may be involved in or associated with, the HEI's financial management. These shall include, but not be limited to, the following:
 - HEI Auditors (internal and external)
 - Insurance Brokers
 - HEI Solicitors
 - HEI Bankers
 - HEI and Trust Investment Managers
 - HEI Landlords
 - Higher Education Statistics Agency (HESA)
- 7.2 To attend (or provide an appropriate deputy to) any conferences or seminars that may be appropriate to the post.
- 7.3 To attend all internal HEI meetings, which are appropriate to the post, (or provide an appropriate deputy) these shall include but not be limited to the following

- The HEI's Board of Governors
- The Finance and General Purposes Committee
- The Audit Committee
- The Nominations Committee
- The HEI's Executive Management

- 7.4 To be familiar with, and operate within the HEI's general rules and regulations, including those relating to health and safety.
- 7.5 To undertake such other duties appropriate to the post and as may be requested by the Principal.
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8. Internal and External Contacts

- Members of the Board of Governors
- The Principal and other members of the Executive Team
- Senior managers and staff in faculties, trading units and other central departments
- Internal and External Auditors
- OfS and other external funding agencies
- HM Revenue and Customs
- Other public and private sector organisations
- Other professional advisers and consultant

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.

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.

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.

PERSON SPECIFICATION

DIRECTOR OF FINANCE AND ESTATES

Criteria			Essential /Desirable	Measured by (Application form / Interview / Assessment)
Education/ Qualifications	1.1	Qualified CCAB accountant with extensive post-qualification knowledge and expertise gained at senior management level in finance	Essential	Application Form
	1.2	Member of a CCAB professional body (e.g. Member of Chartered Institute of Management Accountants (CIMA))	Essential	Application Form
Experience	2.1.	Experience of managing and developing finance teams	Essential	Application form/ interview
	2.2	Demonstrable experience of working effectively both at strategic and operational level in a finance environment in Higher Education; the public or charitable sector..	Essential	Application form/ interview
	2.3	Proven ability as a Finance Director or Senior Finance manager working within a complex organisation of a comparable type and scale	Essential	Application form/ interview
	2.4	Experience of supporting senior managers, including the chief executive, in leading and managing organisational developments, change and growth initiatives.	Essential	Application form/ interview
	2.5	Experience of governance through working directly with Boards and Committees	Essential	Application form/ interview
	2.7	Proven leadership, people management and team building capacity.	Essential	Application form/ interview
	2.8	Experience of estates management, health, and safety	Desirable	Application form/ interview
	Abilities/Skills/ Knowledge	3.1	Strong oral communication skills - fluent, clear, and concise English essential to clarify issues, help motivate, persuade, influence, and negotiate with a range of stakeholders.	Essential
3.2		Ability to produce a high standard of written work including reports and correspondence.	Essential	Application form/ interview

	3.3	Ability to deal sensitively with staff and managers who are working in pressurised operational settings	Essential	Application form/ interview
Criteria			Essential /Desirable	Measured by (Application form / Interview / Assessment)
	3.4	Evidence of a good understanding of project and contract management at a senior level and the ability to manage multiple tasks and projects.	Essential	Application form/ interview
	3.5	Ability to work collaboratively as part of a team at senior level	Essential	Application form/ interview
	3.6	Excellent judgment including the ability to ask for help or support and to secure appropriate legal advice in a timely fashion.	Essential	Application form/ interview
	3.7	Ability to use standard Finance business software and to use MS office (Word, Excel, PowerPoint) and to undertake statistical analysis	Essential	Application form/ interview
	3.8	Good knowledge of the Agresso finance system	Desirable	Application form/ interview
General	4.1	Self-motivated and proactive with evidence of a diplomatic approach and being prepared to act on unacceptable standards.	Essential	Application form/ interview
	4.2	Calm, considered approach to decision-making	Essential	Application form/ interview
	4.3	Capacity to adapt and improve financial processes to meet changing organisational requirements.	Essential	Application form/ interview
	4.4	The interpersonal and communication skills to work collaboratively, foster co-operation with and influence internal and external colleagues at all levels.	Essential	Application form/ interview
	4.5	Customer focussed - able to identify, understand and give priority to meeting the needs of internal and external customers.	Essential	Application form/ interview
	4.6	Strategic awareness and capacity for adaptable strategic thinking and taking a long-term view.	Essential	Application form/ interview
	4.7	Commitment to equality and diversity	Essential	Application form/ interview

DIRECTOR OF FINANCE AND ESTATES

CONDITIONS OF SERVICE – SUMMARY

Contract:	Permanent – Full time.
Salary:	Executive. Salaries are paid on the last working day of each month direct into bank or building society accounts.
Hours:	Normal working hours are thirty-five per week (with a daily lunch break of one hour), usually from 9.00am to 5.00pm.
Location:	You will normally be based at the Faculty of Dance (Laban building), Creekside, but will also be required to work at the Faculty of Music (King Charles Court, Old Royal Naval College) as the post holder is responsible for the Finance and Estates teams both of which work across the Trinity Laban estate. You may also be required to work at home on occasions.
Annual Leave:	25 days, in addition to Statutory, Bank and Public Holidays.
Pension Scheme:	The successful candidate will be auto enrolled into the Universities Superannuation Scheme if they meet the qualifying criteria. Employees contribute at the rate of 6.1% of their pensionable salary. The Conservatoire pays the Employer's contribution currently at the rate of 14.5% of pensionable salary (from 1 January 2024).
Sick Pay:	Trinity Laban operates the Statutory Sick Pay Scheme, and staff may be eligible for benefits more than this under Trinity Laban's own sick pay scheme.
Staff Development:	A range of Staff Development opportunities are available.
Library:	The Laban Library & Archive (Faculty of Dance) and the Jerwood Library of the Performing Arts (Faculty of Music) are available for use.
Car Parking:	A limited number of parking spaces are available at the Laban and KCC sites, subject to availability.
Cycle to Work:	A cycle to work scheme is operated.
Give as you earn:	A give as you earn scheme is operated.
Cafeteria:	Our Cafeterias at both sites serve a range of hot and cold drinks and snacks.
Events:	There is a wide range of music and dance performances each week, many of which are free to members of staff.
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 ABOUT 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. Trinity Laban is one of a small number of specialist Higher Education Institutions to be recognised by the Office for Students as 'world leading'.

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 sixty 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 17th-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 www.trinitylaban.ac.uk