



## **JOB DESCRIPTION**

**Title:** Finance and Contracts Assistant, The Royal Ballet

**Reports to:** Finance Manager, The Royal Ballet

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### **Main purpose of the job**

To assist the Finance Manager with day-to-day financial control including the processing of transactions, financial reporting and general finance information support for individual projects. To work with the RB Administrative Team supporting the preparation, issuing and tracking of contracts.

### **Main Responsibilities**

#### Financial Processing

- Assist with processing weekly departmental payroll, dealing with any queries
- Assist Finance Manager with month-end accounts and reconciliations
- Assist the Finance Manager in monitoring project income, costs, and commitments to ensure alignment with the budget
- Collaborate closely with producers and the admin team to gather and analyse financial data
- Work with the administrative and healthcare teams to ensure timely and accurate processing of invoices and other departmental expenditure
- Process Royal Ballet Dancer costume hire invoices
- Work with the central Finance Team, to ensure complete and accurate transaction processing and payment of suppliers
- Work as a member of the RBO central Finance Team with a view to improving the quality and timeliness of management and financial information, and the effectiveness of control and reporting systems across the House
- Assist the Finance Manager with additional ad hoc projects and analysis, as required.

#### Contracting

- Assist designated RB Producer with Production Hires contracting, invoicing and reporting

- Prepare and issue performance contracts for guest artists once terms have been agreed by the Producer or Administrative Director
- Maintain Contracts database
- Update Contracts documentation as required

#### Teamwork/Continuous Improvement

- Support as needed projects designed to improve the efficiency of the day to day running of The Royal Ballet and the departments you support
- Adhere to department procedures, confidentiality and data protection protocols, and working practices and work to given priorities.
- Work to the highest standards of team working and collaboration within the department and the rest of the organisation
- Maintain own skills and knowledge of the relevant systems and maintain own continuing professional development (CPD)
- Uphold the RBO Values and Behaviours and support our goals for diversity and inclusion

#### KPIs

- Work effectively to meet deadlines and organise workload and priorities.
- Effective team working and relationship management with designated departments.

## PERSON SPECIFICATION

### Skills, Knowledge and Experience:

#### ***Financial***

- High level of competency in Excel and Word
- Hands on experience of using accounting software systems with an aptitude for learning new systems
- Interest in financial management/accounting

#### ***Analytical Skills***

- Ability to 'think outside the box' and to assimilate data into meaningful financial information
- A meticulous and methodical approach
- A good approach to independent problem solving

#### ***People Skills***

- Able to communicate effectively with stakeholders at all levels, internally and externally
- High standard of written and verbal English
- Consistent high level of client service and responsiveness
- Strong team player and good relationship management skills with stakeholders
- Flexible approach to work, willing to play a full role in ensuring the success of a small team

#### ***Workload Management Skills***

- Strong organisation skills and able to prioritise and deliver high quality work to deadlines with minimal supervision
- The capacity to manage a busy workload, with multiple deliverables and deadlines
- Accuracy and attention to detail
- Commitment to delivering a high standard of work and continuous improvement

**Desirable**

- Experience gained in the Arts, Media, Education or Voluntary sectors
- Commitment to working toward relevant Finance qualifications

**Note:** *This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.*

