

# RAMBERT

## FINANCE MANAGER



**RECRUITMENT PACK**





*Peaky Blinders: The Redemption of Thomas Shelby. Photo by Johan Persson*

## **What if...**

**there was a dance company where brilliant and daring people could show up and be supported to push themselves to move the world forward...**

## **Welcome to Rambert**

We believe that to give brilliant and daring people the chance to inspire others is to give them the power to change the world for the better. As one of the world's most diverse dance companies, we make dance that is awe-inspiring, adventurous, dynamic and relevant, and take it to our neighbourhood, the nation and the world.

We want to hear the most exciting and radical ideas wherever they may come from and to connect with audiences and participants from all backgrounds. Through performances, dance and wellness classes and courses for people of all ages and abilities, we want to ensure we are inspiring, engaging and relevant to everyone.



We create dance shows that tour to large scale (1000+ seat) venues.

We're actively building and serving a community of followers and supporters we're cultivating online at [RambertPlus.com](https://www.rambertplus.com) where as well as a subscription with hundreds of online classes and live performances we offer free membership to view dance films, behind the scenes, dancer interviews, podcasts, playlists and other inspiring content.

Under the leadership of Rambert's Chief Executive, Helen Shute and Artistic Director Benoit Swan Pouffer, we're setting ourselves ambitious goals trying new things, finding new ways to give people inspiration, ambition and belief.

Rambert strives to be an inclusive organisation that promotes diversity and equality of opportunity. Our aim is to create a truly inclusive organisation that reflects a society where everyone can thrive, have a sense of belonging, and be themselves. We aspire to achieve our cause through anti-discriminatory and anti-racist means and accept this is a journey we need to continually reflect and build on. To that end, we aim to drive inclusion, eliminate harassment and victimisation while working to advance equality of opportunity through all our processes from recruitment and operations through to the delivery of our public engagement and performances.



Ben Duke's *Cerberus*: Photo by Camilla Greenwell.





## Welcome

Thank you for your interest in the Finance Manager role.

It's always an exciting time at Rambert. Alongside a programme of world-class contemporary dance on stage and screen, we recently premiered a major new large scale production *Peaky Blinders - The Redemption of Thomas Shelby*, reaching 100,000 audience in the UK in its first tour and now performing worldwide. We have launched new ventures Rambert Plus, our digital channel and online class subscription service and an Ofqual accredited syllabus Rambert Grades (in partnership with Rambert School) poised to reach 1000s of young dancers worldwide. We have launched a new co-working space in our award-winning architect designed headquarters on London's South Bank and have a growing programme of participation projects co-designed with the communities we serve around the UK.

We seek to balance our reliance on public funding with the commercial potential in our building, productions and new ventures. Alongside this we seek to demonstrate Rambert's credentials as a champion of inclusion, relevance and responsibility to our communities and the environments they live in.



Rambert is an award-winning organisation, working with the world's best choreographers and dancers, and alongside them we need an exceptional management team who ensure we create work to the highest possible standards and do it in the best possible way. How we do things is as important to us as the work itself.

Our financial position is at the heart to enabling our success. We are therefore seeking a meticulous and enthusiastic Finance Manager to join the wider Operations Directorate led by our new COO, Sam Henderson. You will take ownership and management of our core financial activity, manage the routine reporting requirements in addition to our day-to-day financial administration.

This role is essential for ensuring the financial stability and strategic growth of Rambert, supporting both our artistic mission and operational needs. If you have a keen eye for detail, excellent financial acumen, and an interest in the arts, we want to hear from you.

In this pack you will find:

- Background information on Rambert
- Job description and person specification
- Conditions of employment
- Information on how to apply

Further information can be found on our website [www.rambert.org.uk](http://www.rambert.org.uk). If you have the skills, experience and attributes and believe in what we're setting out to do, I look forward to hearing from you.

**Helen Shute**

Chief Executive/Executive Producer



## **Governance, Staffing and Finance**

Rambert (trading as Ballet Rambert Ltd) is a registered charity, and a company limited by guarantee. We are overseen by a non-executive board of Directors led by Dame Sue Street, who was appointed as Chair in January 2019. Day to day management of the company is delegated to the Executive Team led by the Chief Executive/Executive Producer, Helen Shute. Ballet Rambert Ltd is part of the Rambert group of companies comprising Rambert Trust Ltd and Rambert Productions Ltd.

We have two joint ventures with Rambert School: Rambert Grades and a trademark holding company.

Rambert maintains a permanent company of c. 20 world-class contemporary dancers, a fixed term junior company Rambert2 (currently paused) and a committed and dynamic staff of c. 35 who deliver the company's programme. We engage freelance artists on a regular basis, including musicians who accompany performances around the UK and internationally, and a faculty of dance artists who deliver our community and participation activity.

Rambert aims to create a programme that is artistically adventurous and ambitious whilst being financially and environmentally sustainable.

Our work is funded through national portfolio organisational (NPO) grant income from Arts Council England; box office income; fundraising from trusts, businesses and individuals other earned income including commercial hires of our enviable building, and theatre tax relief (TTR).

Our turnover for 2024-25 is forecast to be in the region of £5-6 million.



# Our Brand

To be successful, brands need to communicate their cause and promise – then deliver on that promise every time someone comes into contact. Rambert has invested significant energy into developing a brand model and brand strategy. This model helps us live up to our values and informs how we communicate them. Everything in the model can be evidenced but is also aspirational. It describes us on our best days – the version of ourselves we would like to be more of the time.

The brand is central to our Audiences strategy but also everything we do, from commissioning, participation and community programmes, marketing, and fundraising to our House Rules, recruitment, and staff appraisals. Please think about how you could contribute to this promise if you came to work with us.



# HOUSE RULES

- Everything starts with diversity and inclusion
- Always believe it can be better
- Take us with you
- We trust each other
- Look after yourself so you can look after others
- We respect and take responsibility for our planet and its people
- Don't look back but remember where you come from
- To be superhuman, you need to be super human

**IT'S YOUR MOVE.**





# FINANCE MANAGER



*This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and does not form part of the contract of employment.*



## **FINANCE MANAGER**

The Finance Manager is responsible for overseeing Rambert's financial health, ensuring effective financial planning, management and consolidated organisational reporting. This role focuses on strategic financial oversight, budgeting and financial analysis, supporting our artistic and organisational goals.

**Accountable to:** The Head of Finance

**Key Relationships:** The Development Team and remaining Finance team.

### **Key Accountabilities**

- **Financial Planning and Analysis:**
  - Develop and manage Rambert's annual budget in collaboration with department heads.
  - Provide financial analysis and forecasting to support strategic decision-making.
  - Monitor financial performance against budgets and forecasts, identifying variances and recommending corrective actions.
- **Financial Reporting:**
  - Prepare monthly, quarterly and annual financial statements and reports for our Exec Team, Finance Committee and auditors.
  - Management of consolidation and inter-company transactions.
  - Ensure compliance with financial regulations and standards.
  - Ensuring the ongoing accuracy and completeness of our finance data recorded in our system.
  - Support the preparation of financial reports for grant applications and funding bodies.
- **Cash Flow Management:**
  - Manage our cash flow to ensure sufficient liquidity for operations. Closely monitor our income streams and bank accounts.
  - Oversee investment strategies and manage relationships with our relevant financial institutions.
  - Support the Finance Business Partner in managing the purchase ledger and associated payment runs and BACs payments.



- **Internal Controls:** Operate necessary internal controls to safeguard our assets and ensure the accuracy of our management information and reporting (such as reconciliations and budget versus actual analysis).
- **Deputise the Head of Finance:**
  - Provide financial guidance and support to department heads.
  - Support the Head of Finance as a financial advisor to the Executive team, providing insights, challenges and recommendations to help us achieve our goals.

### **General Responsibilities**

- At all times to carry out duties and responsibilities in line with Rambert's policies and procedures and House Rules.
- To support Rambert to proactively develop and encourage environmentally sustainable practice.
- To support Rambert in being an inclusive and diverse organization.
- To attend staff meetings, training sessions and other events, which may sometimes extend outside normal working hours.

### **Person Specification: Experience and Expertise**

We want brilliant and daring people to work at Rambert – people who want to be there and are committed to excel in their contribution to our success.

We're a team of skilled, motivated and collaborative people and everyone is expected to engage in the life of the organisation. In return you will be welcomed into an exciting and supportive environment where you will be encouraged to move towards success and grow into your best self.

### **Essential Requirements**

- **Qualifications:** Qualified chartered accountant and/or a degree in finance, accounting or a business administration related field. Part qualified or qualified by experience will be considered.
- **Experience:** Proven experience in financial management.





- **Technical Competencies:**

- Experience of preparing robust financial reports for senior management.
- Strong knowledge of financial principles, practices and regulations.
- Confident use of Excel (XLOOKUP, SUMIF, Pivot Tables).

- **Organisational Skills:**

- Ensuring accurate financial data is extracted in a timely manner to ensure all deadlines are met.
- Organised with an ability to effectively prioritise and support others.

- **Communication:**

- Ability to convey information skillfully and articulately in both written reports and analysis, and verbally.
- Strong influencing and persuasion skills.
- Ability to challenge and adapt to changing priorities.
- Provide financial recommendations to non-finance staff.
- Friendly, adaptable, approachable, and supportive manner.

## **Desired Proficiencies**

- Experience of working in a production arts environment so you understand the financial implications of artistic decisions.
- Experience with using SAGE 50 Accounts Professional.



## Employment Conditions

Salary:	£43,000
Employment Term:	Permanent full-time position. However, we are happy to discuss flexible working styles such as compressed hours.
Hours of work:	37.5 hours per week.
Holiday entitlement:	25 days paid leave in addition to public holidays, pro rata.

This post carries a probationary period of three months, during which time the notice period required by either party is two weeks. After a satisfactory review, the notice period increases to three months.

Rambert operates a hybrid workplace with a flexible balance of in-office and remote working.

## Benefits

- Death in service benefit (4x base salary).
- Employee Assistance Programme including private GP and counselling virtual appointments.
- 24-hour confidential helpline offering financial and wellbeing support.
- Enhanced maternity and paternity pay.
- Enhanced sick pay.
- Free access to Rambert classes (subject to class capacity).
- Free access to onsite gym.
- Free tickets to Rambert shows (dependent on capacity).
- Two paid volunteer days per year or days for study leave (day of and day before exams) – if required.
- Discounted theatre tickets/Art Fund membership.
- [Star Card](#) offering discounts along London's Southbank.
- Pension auto enrollment begins after 3 months.



## **An Inclusive Workplace for All**

Our vision is to have a workforce that is reflective of the society we are based in therefore we encourage underrepresented groups within the arts industry to apply.

We understand that individuals who are Black, Asian and ethnically diverse are often underrepresented within the arts industry. We actively make a stance against racism; holding diversity and inclusion training and having a staff diversity and inclusion working group to ensure that we are on the right side of fighting racism.

We understand that D/deaf and disabled people are underrepresented within the sector. We will interview candidates who meet the minimum criteria for the role. Please let us know if you require any reasonable adjustments for any part of the recruitment process.

We are Living Wage employers because we want to help break the poverty cycle and reduce socio-economic barriers to those working within the arts.

## **To Apply**

Please send the below to [recruitment@rambert.org.uk](mailto:recruitment@rambert.org.uk) by 5pm UK Time, Thursday 28<sup>th</sup> November 2024.

- A CV.
- A one-page (maximum) cover letter that details your interest in the role, relevant experience and suitability for the role referring to the key accountabilities and personal specification (above).
- An equal opportunity monitoring form that will be provided to you once we have received your CV and cover letter.

**First interviews (approx.):** Week commencing 2<sup>nd</sup> December 2024

**Second interviews (approx.):** Week commencing 9<sup>th</sup> December 2024

Applications will be reviewed on a rolling basis, so we encourage you to apply early. Only shortlisted candidates will be contacted. If you have not heard from us within two weeks of the closing date, please assume your application has been unsuccessful. We may ask that you perform a short written (in Excel) exercise as part of the interview process.

For more information, please contact [recruitment@rambert.org.uk](mailto:recruitment@rambert.org.uk).

Thank you and best of luck with your application.





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