

PART-TIME MANAGEMENT ACCOUNTANT

Recruitment Pack

A group of approximately 15 performers in 1920s-style costumes are posed on a stage. The performers include men and women in various outfits such as sequined dresses, tuxedos, and hats. Some are holding drinks or trays. The background is dark with warm, orange-toned stage lighting. The overall mood is theatrical and festive.

RAMBERT



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

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 the world. Through dance performances, classes and creative courses for people of all ages and abilities, we want to ensure we are engaging everyone.

Rambert is an award-winning organisation, working with the world's best choreographers, dancers and supporting administration team who ensure we create work to the highest possible standards.

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



Welcome

Thank you for your interest in our Part Time Management Accountant role. It's always an exciting time at Rambert. Alongside a programme of world-class contemporary dance on stage and screen, we premiered a large-scale production *Peaky Blinders - The Redemption of Thomas Shelby*, reaching over 200,000 in the UK and worldwide.

In addition to our artistic portfolio, we have launched several new ventures:

- *Rambert Plus*: Our digital channel and online class subscription platform.
- *Rambert Grades*: An Ofqual accredited dance exam syllabus poised to reach thousands of young dancers worldwide.

We also have a growing programme of participation projects co-designed with the communities we serve around the UK.

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

Alongside this we seek to demonstrate Rambert's credentials as a champion of inclusion, relevance and responsibility to our communities.

We want brilliant and daring people at Rambert – people who are committed to contributing to our success. If you have the skills, experience and attributes, I look forward to hearing from you.

Helen Shute, Chief Executive/Executive Producer



Governance, Finance, and Brand

Rambert is a registered charity, and a company limited by guarantee. We are overseen by a non-executive board of Directors led by our outgoing Chair, Dame Sue Street.

The Rambert Group is made up of three companies comprising Ballet Rambert Ltd, Rambert Trust Ltd, and Rambert Productions Ltd. We have two joint ventures with Rambert School: Rambert Grades and a trademark holding company.

Our work is funded through national portfolio organisational (NPO) grant income from Arts Council England, box office, and fundraising. Our other income is from Theatre Tax Relief (TTR) or earned through commercial hires of our enviable building. Our 2025-26 turnover is forecasted to be between £5-6 million.

Brands need to communicate their cause and promise – then deliver on that promise. We have developed a Brand Belief and set of House Rules (below) that are central to everything we do. 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





Management Accountant (part-time)

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.

Job Description

Management Accountant (Part Time)

Contract Type and Length:

- Part Time: 2 – 3 days per week / 5-day fortnight. We are open to interviewing candidates who are looking for 2 days per week, three days per week or a hybrid.
- Fixed-Term Contract: This is a six-month fixed term contract with the possibility of extension subject to organisational needs, budget, and performance.

Location: Rambert Office, London, UK.

Salary: £38,000 pro rata per annum.

Accountable to: The Head of Finance.

Role Overview:

We are seeking a detail-oriented and proactive Part-Time Management Accountant to support the financial operations of both [Rambert Company](#) and [Rambert Grades](#). This role is ideal for someone with strong accounting skills who thrives in a dynamic and creative environment.

Key Relationships: Artistic, Building Operations and Estates, HR and Production teams.

Key Responsibilities for Rambert Company and Grades:

- Oversee the accurate preparation, processing, and reconciling of payroll transactions, including freelance pay, staff expenses, pensions, union deductions, tax, and other considerations.
- Strategically schedule and prioritise payments to suppliers to optimise cashflow across Rambert Company and Rambert Grades
- Manage financial obligations to suppliers, including conducting regular payment runs, and performing account reconciliations.
- Prepare and issue timely and accurate sales invoices to customers and partners.
- Respond promptly and professionally to payroll and supplier payment queries, ensuring discrepancies are efficiently resolved.
- Maintain the accuracy and completeness of finance data within our finance system.



- Preparing necessary and accurate payroll data on time to ensure our external payroll provider has everything they need.
- Supporting on the delivery of the external audit, including resolving audit requests.

General Responsibilities

- Ensure all staff are consistently informed of payment schedules and potential delays or cash pinch points.
- Uphold and adhere to Rambert's policies, health and safety regulations, our procedures and our House Rules in all aspects of work.
- Maintain confidentiality and data protection standards in handling sensitive financial and personal information.
- Support the onboarding of new suppliers or freelancers, ensuring financial set up is accurate.
- Actively represent and advocate for Rambert's commitment to equal opportunities and robust health and safety practices.
- Contribute to the development of environmentally sustainable practices within the organisation.
- Support and champion Rambert's dedication to inclusivity and diversity.
- Participate in staff meetings, training sessions and other events – including performances, which may take place outside standard working hours.

Person Specification: Experience and Expertise

Essential Requirements

- Qualified or part-qualified accountant (ACA, ACCA, CIMA or equivalent).
- Experience in managing purchases, invoicing and payroll.
- Strong attention to detail and organisational skills.
- Proficiency in accounting software and Excel.
- Experience within a customer-facing environment.
- Good communication skills and ability to work with people of various departments and seniority.



Desired Proficiencies

- Experience with using Sage Intact.
- Experience in arts, education, or non-profit sectors.
- Microsoft Office experience.
- Basic IT experience.
- Use of CRM Systems.

Contract Terms and Working Arrangements

The role includes a one-month probationary period, during which either party may terminate the contract with two weeks' notice. Upon successful completion of the probation, the notice period will increase to two months.

Despite this, the contract is deemed to end after six months from commencement unless a mutually agreed extension has been confirmed.

Additional Benefits

The successful candidate will be entitled to the same benefits as other fixed-term employees, including holiday entitlement and access to relevant training and development opportunities. Key benefits include:

- 25 days of paid annual leave (pro rata), in addition to public holidays and between a week and a half to two weeks paid leave over the Christmas holidays whilst the building is closed.
- Death in service benefit equivalent to 4x base salary.
- Employee Assistance Programme, including access to a private GP and virtual counselling appointments.
- 24-hour confidential helpline offering financial, emotional, and wellbeing support.
- Enhanced maternity and paternity pay.
- Enhanced sick pay.
- Free access to Rambert classes (subject to availability).
- Free use of the onsite gym.
- Complimentary tickets to Rambert performances (subject to capacity).
- Two paid volunteer days per year.
- Discounted theatre tickets and Art Fund membership.
- Star Card providing discounts across London's Southbank.
- Pension auto-enrolment after three months of employment.



An Inclusive Workplace for All

We:

- Actively encourage applications from individuals who are underrepresented identities within the arts industry to apply. We will interview all candidates from under-represented identities in arts who meet the essential requirements (above) for the role, as part of our commitment to fair and inclusive recruitment.
- Stand firm against racism and are committed to anti-racist practices.
- Recognise the underrepresentation of D/deaf and disabled people in the sector. We are committed to making reasonable adjustments throughout the recruitment process and in the workplace. Please let us know how we can support your access needs.
- Support and celebrate LGBTQ+ individuals, ensuring our workplace is inclusive of all sexual orientations, gender identities, and expressions.
- Understand acknowledge that social class disparities can create significant barriers to accessing opportunities in the arts. We strive to create an inclusive environment that supports individuals from all socio-economic backgrounds. 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:

- A CV (no more than two pages).
- A one-page (maximum) cover letter that details your interest in the role, relevant experience and suitability referring to the key accountabilities and personal specification (above).
- An equal opportunity monitoring form will be provided to you once we have received your CV and cover letter.

We will review applications, shortlist and interview on a rolling basis. This means we will review applications as they are received and may close the recruitment once a suitable candidate is appointed. We encourage interested applicants to apply as soon as possible to ensure consideration. If you do not hear from us within two weeks of applying, please assume your application has been unsuccessful. Further information can be found on our website www.rambert.org.uk or please contact recruitment@rambert.org.uk.



RAMBERT

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Rambert.org.uk

99 Upper Ground, London, SE1 9PP



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