



LONDON VOCATIONAL
BALLET SCHOOL

**BUSINESS MANAGER (0.5 FTE)
RECRUITMENT PACK**



BUSINESS MANAGER (0.5 FTE)

RECRUITMENT PACK - OCTOBER 2024

This is a unique opportunity to join a vibrant and values-driven community and to be part of supporting our vision for an exceptional vocational education for young people in the South of England.

London Vocational Ballet School is looking for a detail-oriented **Business Manager** to join us, leading the key functions of finance, governance and operations.

Following a significant period in the school's 17-year history, underpinned by its rebranding as LVBS and a significant capital development project allowing additional and upgraded facilities, the school is ready to take its next steps as part of its plan for growth.

Working closely with Senior Leadership, the Chair, Treasurer and the charity accountant, you will be responsible for detailed financial administration, reporting and forecasting. You will oversee the function of governance and act as company secretary for the charity, ensuring board reports, financial management reports and board matters are administered on time and with great clarity. You will be skilled at handling contractors, external and internal communication and be comfortable juggling different facets of an organisation's operations.

The Business Manager will be a conduit between the Senior Management team and the Board of Trustees in partnership with the Clerk of the Board, ensuring smooth lines of communication and facilitating fast action where required. The Business Manager will be responsible for ensuring LVBS has high standards of governance, compliance and reporting with all regulatory bodies and their associated frameworks.

OUR MISSION

At our school, we take immense pride in our position as a premier location for vocational ballet training, where we offer exceptional instruction in classical ballet and various dance disciplines.

Our primary objective is to equip students for full-time upper school ballet training. Our vocational training approach is centred on fostering technique, versatility, and musicality, all underpinned by discipline and creativity.

This approach empowers students to evolve as dancers with a distinct sense of individuality and expression, all supported by a strong foundational technique.

To guarantee personalised training and individualised support, our class sizes are deliberately kept small.

Irrespective of a student's starting point, our commitment is to help each individual exceed their potential. We meticulously monitor each students' ability and progress to ensure a comprehensive and well-balanced curriculum that equally values both vocational and academic studies.



RESPONSIBILITIES OF THE ROLE

A key member of the small Senior Management Team, the Business Manager will have strong analytical skills and will conceive and execute financial strategies to facilitate strategic decision-making and to ensure the achievement of objectives, longer-term aims and day to day operations, including a constant flow of exciting projects and collaborations.

They will have good Charity Commission regulation experience and will be responsible for financial reporting, preparing accurate and timely financial reports, including termly management accounts and annual financial statements, in accordance with governing body guidelines. They will also provide regular financial reports and forecasts for the Board of Trustees and Senior Management.

They are responsible for the annual budgetary process to support strategic planning and the allocation of resources. Additionally, they will conduct comprehensive financial analysis to meet operational needs and strategic initiatives. To ensure compliance with legal requirements and internal policies, they will be responsible for identifying and mitigating financial risk.

With the support of a part-time Charity Accountant, they will oversee day-to-day financial operations and digital book keeping, ensuring that the School has satisfactory systems of financial controls and management, that accounting systems function properly, that transactions are processed promptly, ensuring efficiency and with accuracy.

As Company Secretary, with the support of the Clerk, they will be responsible for establishing and maintaining a high standard of governance to ensure Board-level decisions are aligned with the overarching School strategy and are compliant with all relevant statutory and regulatory requirements.

They will ensure effective and efficient functioning of the Board and its committees and, working in collaboration with the Directors, they will provide governance and compliance advice to the Board. With strong leadership skills, they will provide direction and guidance to colleagues more widely across the organisation, fostering a culture of accountability, professionalism, support and continuous professional development.

A dynamic team-player, they will also build strong relationships with internal and external stakeholders, including the Board of Trustees, auditors, regulatory authorities and financial institutions. They will look ahead to potential revenue streams and income-generating initiatives in partnership with the Artistic Director and deploy strategies to support the steady growth of the organisation.

Strategic Leadership

Provide management to the organisation from a business perspective, ensuring the charity and school continue as a robust and future-facing organisation with manoeuvrability in relation to all relevant risks

Support the Chair and Treasurer in ensuring that the Board operates within its charitable objectives and provides a clear strategic direction for the school and charity.

Support the Senior Leaders in any business matters relating to the organisation.

Safeguarding

Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care expected of all staff.

Governance

Provide consistent, robust, timely and relevant financial and management information and analysis to support the effective management of resources and decision-making.

Support the charity accountant in the management in the production of statutory and regulatory financial returns, as required by regulatory bodies, stakeholders, funders and others.

Work with the charity accountant to prepare the year end published accounts.

Prepare the 3-year forecasts

Responsible for keeping current on statutory, legal and regulatory issues in finance matters.

Finance

Oversee day-to-day financial functions and transactions, ensuring the accounts systems and processes operate effectively and efficiently and meet all legal requirements and financial regulations.

Regularly review accounting/budgetary controls, to ensure they are effective and robust.

Monitor and regularly review options for banking and investments.

Administer and oversee all aspects of the monthly payroll in partnership with the organisation's external third-party provider.

Track staff over-time and hours capture where necessary using the school's system.

Ensure effectiveness of Financial Procedures and that they are followed by all staff.

Manage the scholarships and bursaries administered to students.

Keep an overview of tax issues, responding to HMRC requirements.

Overall responsibility for risk management including insurance cover, risk register, working in collaboration with the Treasurer, Chair, Charity Accountant and Clerk.

Responsible for all financial and internal controls, such as cyber security, protection against fraud and comprehensive insurance for the organisation

Manage the audit process, acting as the direct contact for the Auditor, and make relevant changes to financial controls, policies and procedures, in response to the Auditor's recommendations.

Review external audit arrangements on an ongoing basis and oversee the audit tender process, when required.

HR

Act as the HR lead in partnership with the SMT and with consultation to support this through the schools designated HR consultants

Administer the recruitment process with the application of up to date Safer Recruitment and Compliance guidance

Manage the writing and administering of all contracts for staff, workers and contractors through the school's contract portal

Support in the onboarding of new team members

Design and build recruitment packs as directed by the board and SMT

Report to the board on all HR matters at Board Meetings

Facilities

Work closely with partners to ensure the secure and smooth running of the school premises

Be the key point of contact for building-related concerns including internal IT systems

Manage the facilities agreements and commission subcontractors as required to ensure regular upkeep of the building

Terms of Appointment

The role will be appointed on a six month probationary period, thereafter the individual becomes permanent. The role is PAYE, 0.5 FTE equivalent, across 2.5 days a week. Remote working is possible.

Salary

£40,000 (0.5 FTE), equivalent £20,000 at 24 hours per week (2.5 days)

Start Date

The ideal start date will be 2nd January 2025 and we would like to ensure there is a good onboarding period.

Location

West London, with the option of hybrid working



SUBMIT A NOTE OF INTEREST

Candidates are required to send an up-to-date, comprehensive CV and cover letter, explaining their suitability for the role to recruitment@londonvocationalballetschool.com. All applicants must have the right to work in the UK. Thorough safeguarding checks, including criminal record and reference checks in line with our safer recruitment policy will take place before the position is offered to an individual. LVBS is committed to promoting Equality, Diversity and Inclusion within our recruitment process and encourages applications from candidates of all backgrounds.

Alternative application formats are accepted, please contact us for more information. If any candidate would like to have an initial discussion around the role, please contact us by email.



London Vocational Ballet School
58 Bulwer Street
London
W12 8AP
England
(0) 208 746 0412

London Vocational Ballet School is a registered charity (number 1148129) and a registered exams centre. All images and content copyright of LVBS. Photography by Jack Thomson/Photography by ASH/Hannah Watkins (courtesy of Harlequin Floors).

