



Royal Albert Hall

Information for Candidates

Apprenticeship Recruitment Pack

Finance Apprentice





Welcome

Navroop Kullar, Learning and Development Manager

The Royal Albert Hall is one of the world's most iconic entertainment venues, with an unrivalled history of events and performances from world-class artists. Part of our ambition is to increase the diversity of our workforce by creating opportunities for young people who want to learn whilst working.

We have exciting opportunities to join our Finance Team to gain valuable skills and experience to kick start a career in live creative industries, while gaining a national vocational qualification.

We look forward to receiving your application.



Introducing the Royal Albert Hall

The Royal Albert Hall is an iconic venue and a registered charity, held in trust for the nation.

Our charitable purpose is to:

- Promote the Arts and Sciences
- Preserve and enhance our Grade I listed building

Since we opened our doors in 1871, the Royal Albert Hall has been home to the world's leading figures in music, dance, entertainment and conversation. From the Suffragettes to Stormzy, Elgar to Einstein, the Beatles to Bassey... icons grace our stage.

A charity known and loved across the globe, we are home to dreams and determination, contemplation and celebration – bringing people together to lift their spirits and inspire. Every year nearly 2 million people enjoy unforgettable experiences in our spectacular building, with millions more joining us online and through broadcast worldwide.

We are home to the future – working tirelessly to enable talent to thrive. We embrace change as well as tradition, inviting the new, the radical and the bold. We are open to all, a committed force for good, connecting people and communities.



Our Vision

Our vision is for the Royal Albert Hall to be the home of breathtaking moments and lasting memories, for everyone.

Together, we create the amazing.





Our Strategic Objectives

We have four Strategic Objectives that will help us achieve our Vision:

1. Driving progress on the Hall's Vision: to be the home of breathtaking moments and lasting memories for everyone
2. Generating funds for the Estate Plan and other projects
3. Investing in people and systems
4. Building the Hall's reputation as a Force For Good:
 - A Home For Everyone – Equity, Diversity and Inclusion
 - A Home For Thriving Creativity – Principally our reimagined Engagement Programme
 - A Home For a Sustainable Future – Greening the Royal Albert Hall towards net-zero and enhancing local biodiversity.





Royal Albert Hall

Equity, Diversity and Inclusion

The Hall supports an equal, diverse and inclusive environment for all.

We want everyone to feel that the Royal Albert Hall is a place for them, where they truly belong. To do this, diversity and inclusion must be built into everything that we do, so that it's a part of who we are. We want our programme, staff and audiences to be reflective of London and to celebrate the diversity of the communities that we serve. So we look to recruit colleagues who support these ambitions and values.

We aim to be a force for good, and we know that what we programme on our stage has the power to shift and change mindsets. We are increasing the number of global majority headliners and younger performers at the Royal Albert Hall. And we are creating new opportunities for diverse participants across the Hall team.

"I want the Hall to champion a diverse array of performers, and to attract staff and audiences that truly reflect modern Britain. There is much still to do, but we are working hard to ensure the Hall is a home for everyone."

- James Ainscough OBE, Chief Executive





Equity, Diversity and Inclusion

We are committed to:

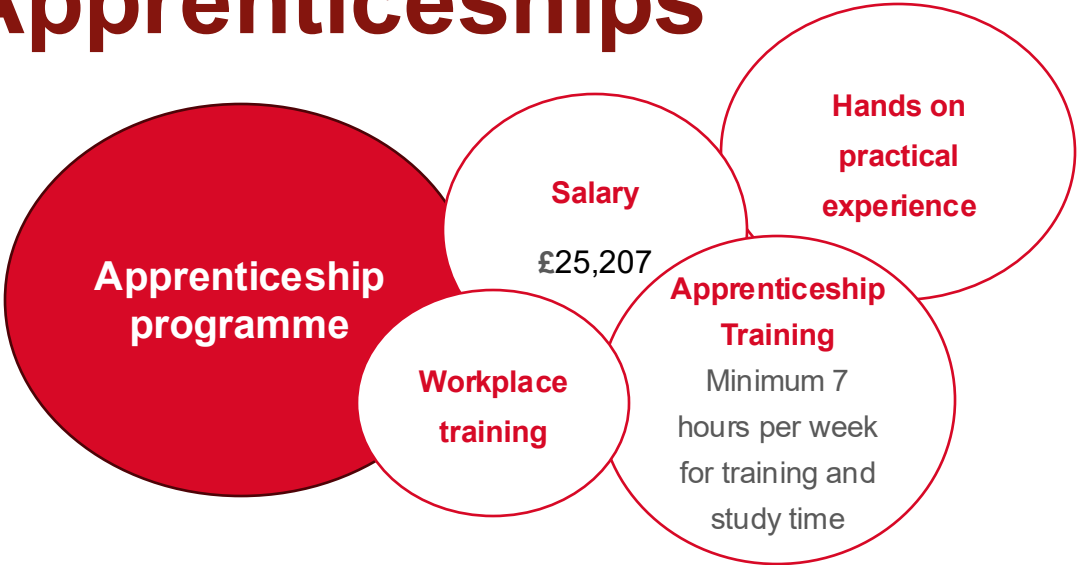
- Providing training on inclusivity to all staff.
- Implementing a structured and transparent framework for talent management and promotion to drive consistency, equity, and strategic workforce development.
- Reviewing our recruitment strategies to ensure that we can widen our candidate pool and further increase the diversity of our workforce.
- Leverage data-driven insights from staff engagement and pulse surveys to inform and deliver targeted interventions that cultivate a sense of belonging and high-performing team cultures.
- Establishing end-to-end reasonable adjustments processes that proactively support accessibility and inclusivity for all employees and visitors.
- Strengthening the Hall's mental health and wellbeing agenda by expanding support mechanisms and resources aligned with evolving staff and visitor needs.
- Working with our EDI staff working group to champion our initiatives. By collaborating with this group, we'll ensure our team understands and actively supports our commitment to Equity, Diversity, and Inclusion.
- Ensuring that our tours and archive properly represent the Hall's rich and diverse history.



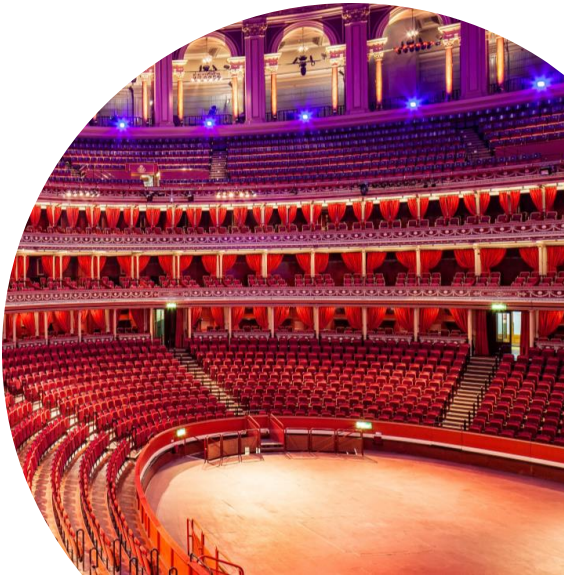
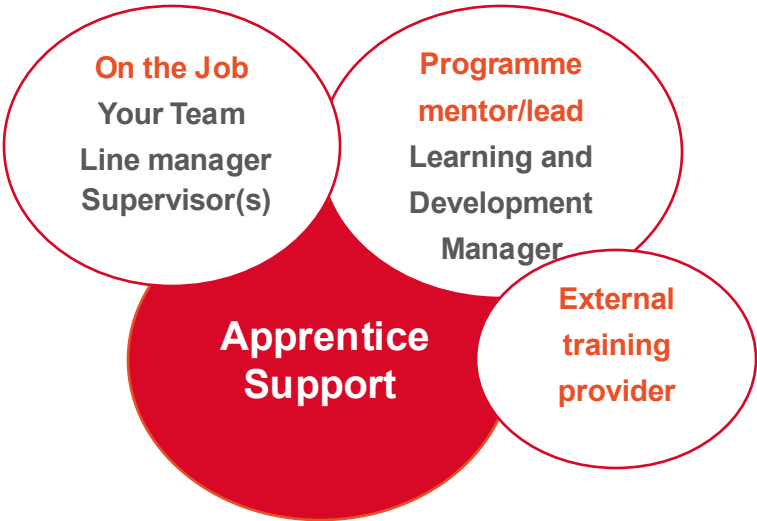




Apprenticeships



Benefits to you	Benefits to us
• Earn whilst you learn • Gain a qualification • Develop valuable experience, skills and behaviours for the workplace • Kick start a career in your chosen field	• Diversify our workforce • Build future workforce • Mentoring opportunities for our staff • Mutual learning for both apprentice and our teams





Job description

Role: Finance Apprentice

Location: Royal Albert Hall

Salary: £25,207

Working hours: 35 hours, Monday to Friday

Reports to: Financial Accountant

Duration: 24 months

National Qualification: Level 3 Association of Accounting Technicians (AAT)

We are interested in hearing from individuals who may not be in education or employment or have had setbacks in life and are now ready to embark on a new career journey.

This opportunity is not open to people already educated to level 4/holding a degree

How does the Finance team deliver the Hall's Vision?

The finance team support the organisation by focusing on the following pillars of success:

Accounting (accurate, timely and compliant)

Money (profitability and control)

Planning and reporting (to support decision making)

People and process (growth and continuous improvement)



How does this role fit into the structure/team? What does success look like?

The Finance Apprentice will join a supportive and experienced Finance team and report to the Financial Accountant. Over the 24-month programme, you will complete four six-month placements covering:

- Accounts Payable
- Accounts Receivable and Banking
- Financial Accounting
- Financial Planning and Reporting.

This will give you a broad understanding of how finance supports the Royal Albert Hall.

Alongside your AAT studies, you will gradually build your practical knowledge, starting with double-entry bookkeeping and the day-to-day processing of financial transactions. As your experience grows, you will contribute to more complex work, including analysing financial information, preparing VAT returns, supporting management reporting and helping with the annual accounts and audit.

Success in the role means making steady progress towards your qualification, taking pride in producing accurate work and becoming a dependable member of the team. We will support you through regular guidance, mentoring and practical experience, helping you develop the skills and confidence to build a successful career in finance.



There will be 4 placements in each of the areas highlighted below, each lasting 6 months.

Key accountabilities	Key activities/decision areas
1). Accounts Payable	• Matching purchase orders against invoices • Posting purchase invoices on the accounting system • Query handling on invoices, payments and remittances • Assisting in weekly supplier payment run and staff expenses • Performing monthly reconciliation of supplier statements and balance sheet ledgers • Setting up new suppliers and managing the supplier database
2). Accounts Receivables & Banking	• Posting sales invoices on the accounting system • Query handling on invoices, receipts and the credit control function • Setting up new customers and managing the customer database • Posting the End of Day sales and activity reports, daily posting of bank transactions • Learning how to reconcile a bank statement and perform monthly



Key accountabilities	Key activities/decision areas
3). Financial Accounting	• Assisting with commercial settlements for shows, hospitality and merchandising • Account for fixed assets, depreciation, and disposals • Assisting the payroll manager with administration and understanding the processes and controls in place to deliver 3 x payroll cycles • Understand the complexities of VAT and assist with the quarterly return • Assisting with the Charity's statutory reporting and the annual financial audit • Understanding the Charity's investments and loans, accounting for any interest payable and receivable • Preparing balance sheet reconciliations for key assets and liabilities
4). Financial Planning & Reporting	• Assist the team to prepare and present monthly management accounts for budget holders • Preparing quarterly forecast information at departmental level • Understanding and helping with the annual budgeting process • Ad hoc financial analysis to assist decision making • Helping with other deliverables such as the bi-annual members payment run, gift aid claims, submissions for National Statistics



Skills and Experience	
Criteria	Requirement
A strong interest in Finance and Accounting as a career choice with a with a desire to study, complete coursework and take exams	Essential
A positive and proactive individual	Essential
Show pride and passion in all that you do	Essential
Ability to work under pressure, with a flexible working style and positive attitude, to meet the varying demands of the role	Essential
Ability to work on own initiative and prioritise own workload to meet deadlines	Essential
Meticulous attention to detail, with a high level of numeracy, good understanding of debits and credits	Essential
Happy to contribute/embrace new ideas	Essential
Ability to collaborate with a broad range of stakeholders with good verbal and written communication skills	Essential
Good team working skills and an ability to build effective working relationships within the wider organisation and with credit customers	Essential



Skills and Experience	
Criteria	Requirement
A professional, responsible and discreet working style	Essential
Excellent IT skills with the ability to interrogate systems to obtain information	Essential
A team player who can always lead by example	Essential
Ability to show resilience and stamina	Essential
A calm, considered and empathetic thinker who can deliver feedback in a positive/proactive way	Essential
Experience of finance systems – PS Financials	Desirable

The job description above is intended to be an outline of the duties and responsibilities for this role. This is not exhaustive, and it is likely to change over time. The role holder may be expected to undertake other duties that are commensurate with this role.

Note:

Essential criteria refer to the minimum skills, abilities, knowledge, experience, and professional qualifications required for the role. These are non-negotiable and individuals who do not meet these basic requirements cannot undertake all the duties required for this role.

Desirable criteria are those that are important, but not essential for an individual to perform the duties of the role. They are criteria that an individual can develop while they are in post through training and other developmental type activities.



Your first four months

During your 4-month probationary period, our focus is on setting you up for success, so we will invest in giving you skills and knowledge to perform your role.

It is also vital that you build an understanding of our unique working environment, intimately tied to our Grade I listed building, and that you immerse yourself in the Hall's culture. This means exploring our historic building where history has unfolded for over more than 150 years and where legends have performed on our stage, building strong relationships through face-to-face interactions with your line manager, engaging in relevant in-person training and investing quality time with colleagues and peers to foster strong working connections and where possible attending events.

Embracing your team's working pattern, whether hybrid or on-site only, is essential to ensuring a smooth transition and a successful start. The magic happens in our building, so it's vital that you have a regular on-site presence to support us in creating the amazing.



Royal Albert Hall

Application

Thank you for your interest in working at the Royal Albert Hall. To apply for this vacancy, please visit our website using the link below, locate the role and select 'apply'.

[Vacancy Search Results - Royal Albert Hall](#)

Provisional dates for interviews are:

First round interviews:

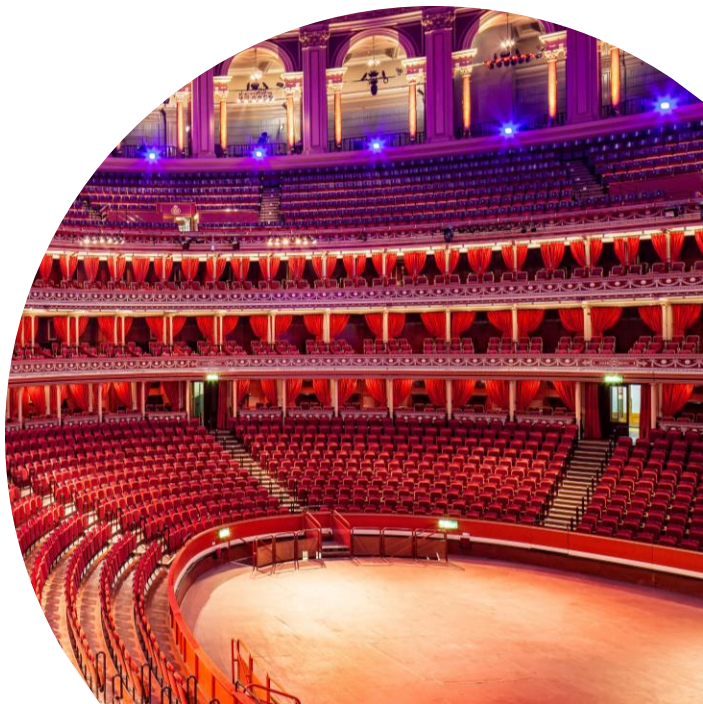
24 or 25 November 2026

The closing date for applications is 12pm on **13 November 2026**

The Royal Albert Hall is a registered charity (no. 254543) and strives to be an equal opportunities employer.

The Royal Albert Hall is committed to creating a diverse and inclusive environment in which everyone can thrive. We encourage candidates from all cultures and backgrounds to apply. If you believe you need a 'reasonable adjustment' with the recruitment process, then please email the People and Culture team via Recruitment@royalalberthall.com.

Please state 'Request for Reasonable Adjustments' in the email subject header and provide details of your preferred contact method.





Staff Benefits

Our commitment to you

Our people are our greatest asset and play a role as active ambassadors for the Hall. In recognition of your commitment and in support of the work that you do, these are the health, wellbeing and staff benefits that are available to you as a staff member.



Annual Leave

Entitlement is 25 days per year, with the Opportunity to buy or sell up to five days holiday per calendar year.



Personal development

Development is really important to us and there are a variety of options available to staff at the Hall.



Family leave

We offer enhanced pay during maternity, paternity and shared parental leave.



Life assurance

This is 6 x your basic salary.



Employee assistance programme

Care First offers support, information, expert advice and specialist counselling to help you when you need it.

Aviva DigiCare+

Mental health and wellbeing app

Access to expert care and tailored resources – helping you stay well and feel supported.



Cycle to work scheme

This allows you to obtain a new bike to use to ride to work. You can then repay it through your salary.



Interest free season ticket loan

We pay for the ticket, and you repay the money out of your monthly salary



Employee discounts scheme

From groceries to wellness products, travel and more, with our employee discount scheme you can start saving more money right away, on things you're already buying using our Backstage portal.



Wellbeing

We take the health and wellbeing of our staff at the Hall seriously. We have a dedicated Wellbeing Committee and Mental Health First Aiders. Well-being sessions are run throughout the year, some of the recent sessions run included Menopause and Emotional resilience training.



Pension

When you join us, we'll automatically enrol you into our pension scheme. You will have the option to join our stakeholder pension scheme after 6 months service and successful completion of your probation at six months.



Complimentary tickets

Following three months continuous service, you will be eligible to apply for complimentary tickets to performances within the auditorium at the Hall.



Staff canteen

Our canteen offers free hot and cold meals, including vegetarian options to staff whilst at work.





Royal Albert Hall
royalalberthall.com

Kensington Gore
London, SW7 2AP



Royal Albert Hall