



Royal Albert Hall

Information for Candidates

# Recruitment Pack

Management Accountant





# Welcome

**From Owen Chidlaw, Financial Planning & Reporting Manager**

Thank you for your interest in the Management Accountant role at the Royal Albert Hall.

The Management Accountant plays a crucial role in supporting budget holders across the organisation throughout the annual budget, forecasting and year-end reporting cycle. Acting as a business partner to various departments, this role ensures that budget holders, departmental heads and directors understand their figures, have confidence that they are accurate, and can make informed decisions based on them. Success in this role means providing accurate, timely financial information and insightful analysis that enables effective decision-making across the Royal Albert Hall.

If you are excited by the prospect of working for world-class performance venue and are interested in supporting our charitable aims through your finance skills, we would love to hear from you.



# 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.





# 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.





BBC  
Proms

BBC  
Proms



# Job description

**Role:** Management Accountant

**Location:** Royal Albert Hall

**Salary:** £44,625 to £51,000 per annum

**Working hours:** 35 hours per week

**Reports to:** Financial Planning and Reporting Manager

**Direct reports:** N/A

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

Our Team's mission is to support the organisation with:

### *Accounting*

Accurate, timely and compliant

### *Profitability*

Constantly seeking ways to help the organisation to generate more income and reduce costs

### *Planning and Reporting*

Producing accurate and timely budgeting, forecasting and management accounts, to support and enhance decision-making across the organisation

### *People and Processes*

Ensure continuous improvement in how we work and behave, how we maximise system/process efficiencies, and how we train and develop – sharing our learnings with the wider organisation



## **How does this role fit into the structure/team? And what does success look like?**

The Management Accountant plays a crucial role in supporting budget holders across the organisation throughout the annual budget, forecasting and year-end reporting cycle. Acting as a business partner to various departments, this role ensures that budget holders, departmental heads and directors understand their figures, have confidence that they are accurate, and can make informed decisions based on them. Success in this role means providing accurate, timely financial information and insightful analysis that enables effective decision-making across the Royal Albert Hall.



<b>Key accountabilities</b>	<b>Key activities/decision areas</b>
<b>1). Financial Reporting and Analysis</b>	<ul style="list-style-type: none"><li>• Prepare and circulate accurate monthly management accounts and commentary</li><li>• Assist in reporting financial information to Council, Committees Executive and heads of department</li><li>• Provide financial insight and analytical support to aid decision making</li><li>• Prepare additional internal and external reporting e.g. to the Office of National Statistics (ONS)</li></ul>
<b>2). Business Partnering</b>	<ul style="list-style-type: none"><li>• Act as Finance business partner for assigned departments. Provide financial guidance and training to managers and budget holders</li><li>• Support new business cases and proposals with financial analysis</li></ul>
<b>3). Budgeting and Forecasting</b>	<ul style="list-style-type: none"><li>• Assist coordinating and producing annual budget, forecasts and business plan</li><li>• Support budget holders in understanding and managing their financial performance</li></ul>
<b>4). Year End and Audit Support</b>	<ul style="list-style-type: none"><li>• Take responsibility for specific year end tasks e.g. asset accounting</li><li>• Assist the annual audit process by providing financial insight and analysis of results and performance</li></ul>
<b>5). Operational Support</b>	<ul style="list-style-type: none"><li>• Ensure accuracy in recharges of costs with partner organisations e.g. catering supplier</li><li>• Ensure accuracy in accounting for donated income and its usage e.g. making Gift aid claims</li><li>• Cover for Finance colleagues' absence and busy periods</li><li>• Perform ad-hoc analytical work, troubleshooting and problem solving as directed</li></ul>



<b>Qualifications and Experience</b>	
<b>Criteria</b>	<b>Requirement</b>
Proven finance background, preferably within management accounts or as a business partner	Essential
Qualified or part-qualified and studying towards a full accountancy qualification (CIMA or ACCA), or have equivalent experience	Essential

<b>Skills and Abilities</b>	
<b>Criteria</b>	<b>Requirement</b>
Technically competent with exceptional attention to detail and able to work under pressure to tight deadlines and with limited supervision	Essential
Professional working style and approach which demonstrates credibility and an ability to build and develop effective working relationships within the organisation	Desirable
Ability to work on own initiative and prioritise own workload	Desirable
Excellent systems skills (particularly Excel) with the ability to interrogate systems to obtain information; experience of PSF desirable	Desirable
Good analytical and problem-solving skills	Essential
Strong team player with excellent communication skills and a high level of numeracy	Desirable



<b>Behavioural attributes</b>	
<b>Criteria</b>	<b>Requirement</b>
Flexible approach and attitude to be able to accommodate changing business requirements	Essential
Improvement-driven, always looking to enhance processes and ways of working	Essential

*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.*

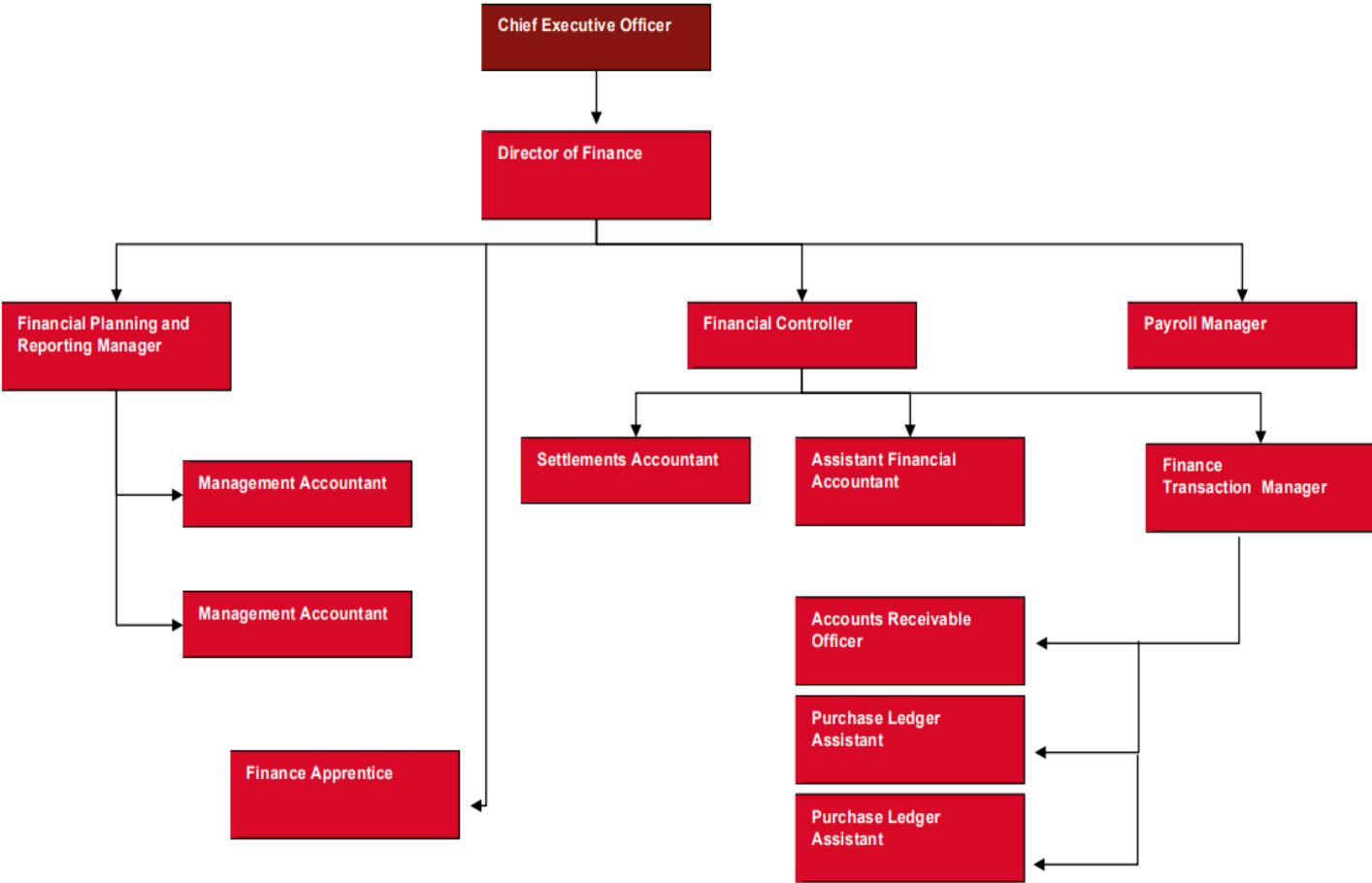
**Note:**

*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.*



# Department chart





## **Your first six months**

During your 6-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. We have collaborated with Hays for this role. To apply for this vacancy, please send your CV and cover letter to Peter O'Sullivan [peter.osullivan@hays.com](mailto:peter.osullivan@hays.com).

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

Provisional dates for interviews are:

## **First round interviews:**

Week commencing 27 April 2026

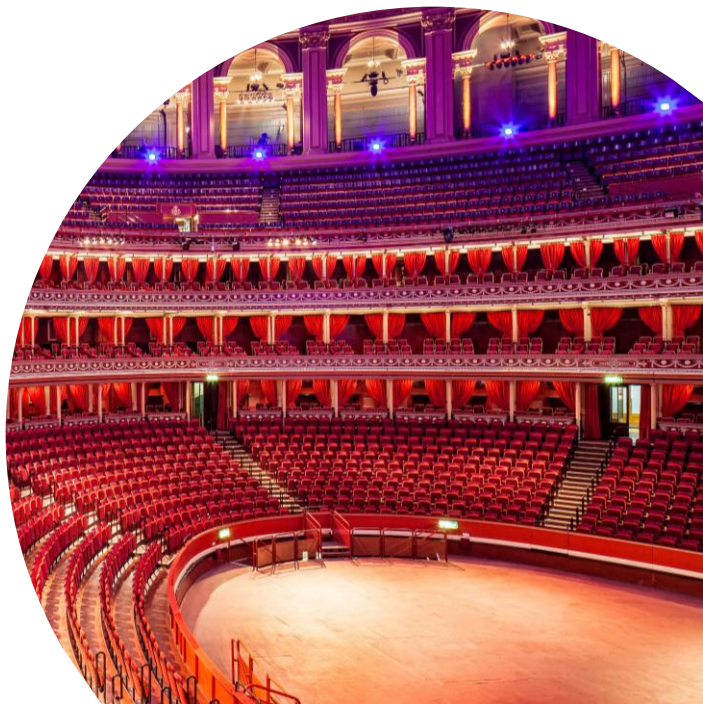
## **Second round interviews:**

To be confirmed

The closing date for applications is 12pm on Friday 24<sup>th</sup> April 2026 at 12pm.

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 [peopleandculture@royalalberthall.com](mailto:peopleandculture@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.

## Care first

### 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](http://royalalberthall.com)

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