



Royal Albert Hall

Information for Candidates

Recruitment Pack

Financial Accountant





Welcome

From Lizzie Ayles, Financial Controller

The role of Financial Accountant will play a key role in our finance team here at the Royal Albert Hall. Reporting director to the Financial Controller, you will provide technical accounting support to the finance team and wider organisation.

This is a varied and dynamic role which will enable you to get to grips with how our charity operates. The post includes many traditional elements of a reporting role, including year-end reporting and audit support, balance sheet reconciliations and monthly reporting. The role is also responsible for areas of taxation and compliance including HMRC reporting, regulatory compliance and systems and processes work. You will also assist with settling our shows, including hospitality and merchandise settlements and will provide support with cashflow forecasting and banking administration.

We are a supportive and ambitious finance team and are committed to continually improving the way we support the organisation. If you are successful in your application, you will join a department which works collaboratively to provide the best possible support to our stakeholders. As this is a new post, you will be able to work closely with the Financial Controller to shape what the role looks like. We are passionate about the Royal Albert Hall, the arts and live events and we take great pride in helping one of the world's most iconic venues deliver unforgettable experiences for audiences and artists alike.

Please attach a cover letter to your application demonstrating how you meet the person specification detailed in the job description below.

I wish you every success with 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.







Job description

Role: Financial Accountant

Location: Royal Albert Hall

Salary: £58,000 per annum

Working hours: 35 hours per week

Reports to: Financial Controller

Shift/working pattern: Hybrid (3 days per week in the office)

Direct reports: N/A

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? And what does success look like?

The financial accountant will play a key role in the finance team with their technical and compliance expertise. We are looking for a qualified accountant with experience of working in a busy finance team. Key responsibilities will include supporting the financial controller with the annual audit and annual report process and responsibility for areas of VAT and tax. The role will support our financial control environment and contribute to accurate reporting across the organisation, including preparation of balance sheet reconciliations and providing technical accounting advice.



Key accountabilities	Key activities/decision areas
1). Financial Reporting and Statutory Accounting	•Year-end tasks including support with preparation of the annual accounts for the parent charity and preparation of the annual accounts for our trading subsidiary and subsidiary charity. •Provide technical accounting guidance across the organisation, including revenue recognition, fund accounting and the impact of VAT and tax rules. •Lead the implementation of new accounting standards, policies and financial reporting requirements.
2). External Audit, Compliance and Risk Assurance	•Act as a key contact for external auditors, helping to coordinate the year-end audit process. •Prepare audit schedules, supporting documentation, and responses to audit queries. •Ensure timely implementation of audit findings and recommendations. •Ensure compliance with all relevant regulatory and reporting requirements, including HMRC (VAT and other taxes) and Charity Commission. •Preparation of the quarterly VAT return.
3). Banking and Treasury	•Assist in the management and administration of day-to-day banking relationships, including online banking platforms. •Prepare rolling cash flow forecasts and provide insight to support strategic decision-making and liquidity management. •Support with treasury and investment activities at the Hall including oversight and administration of the investment portfolio. •Monitor financial risks relating to liquidity, controls and ensure compliance with the investment policy and treasury strategy. •Ensure appropriate payment and cash handling controls are in place, including review of mandates.
4). Balance Sheet Management and Month End	•Prepare and review monthly balance sheet reconciliations, including accruals, prepayments, fixed assets (year-end), deferred income and restricted funds. •Maintain clear audit trails and supporting documentation for all balance sheet positions. •Investigate and resolve reconciling items in a timely manner. •Support the month-end process, ensuring accurate and timely reporting. •Post and review key journals, including settlements, accruals, and other adjustments. •Provide cover for the finance transaction manager.



Key accountabilities	Key activities/decision areas
5). Systems and Process Improvement	•Contribute to the development and improvement of financial systems, processes, and reporting by driving efficiencies and best practice. •Support internal controls development. •Assist with internal audits where needed.
6). Other	•Prepare settlements for hospitality, merchandise and shows. •Provide cover for show settlement accountant when needed. •Line management of finance apprentice (role currently vacant). Provide support as they progress through their apprenticeship and qualification. •Act as a senior member of the Finance team, providing coaching and technical support to colleagues. •Deputise for the Financial Controller across financial reporting, controls and operational finance activities. •Support the development of finance policies, procedures and team capability.

Qualifications and Experience	
Criteria	Requirement
Fully qualified accountant (e.g. ACA, ACCA, or CIMA) with minimum of 2 years post-qualified experience	Essential
Strong technical accounting knowledge, including UK GAAP (FRS 102);	Essential
Experience with Charities SORP and fund accounting.	Desirable
Proven experience as a financial accountant including experience preparing statutory accounts and involvement in external audits.	Essential
Experience with balance sheet reconciliations and financial controls.	Essential
Experience of banking, cash management, and treasury processes	Essential



Qualifications and Experience	
Criteria	Requirement
Experience working within the charity, not-for-profit, or arts/cultural sector.	Desirable
Experience in a venue, events or multi-income stream environment.	Desirable

Skills and Abilities	
Criteria	Requirement
Strong Excel skills and experience with financial systems.	Essential
High level of accuracy and attention to detail.	Essential

Behavioural attributes	
Criteria	Requirement
Proactive and self-motivated, with the ability to work independently.	Requirement
Clear communicator, able to work effectively with both finance and non-finance stakeholders.	Requirement
Commitment to the organisation's charitable mission and values.	Requirement



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. The Royal Albert Hall is partnering with Trace to recruit for this vacancy. Please visit the link below to apply:

[Trace – Expert Accountancy Recruitment](#)

Provisional dates for interviews are:

First round interviews:

Week commencing 20 July 2026.

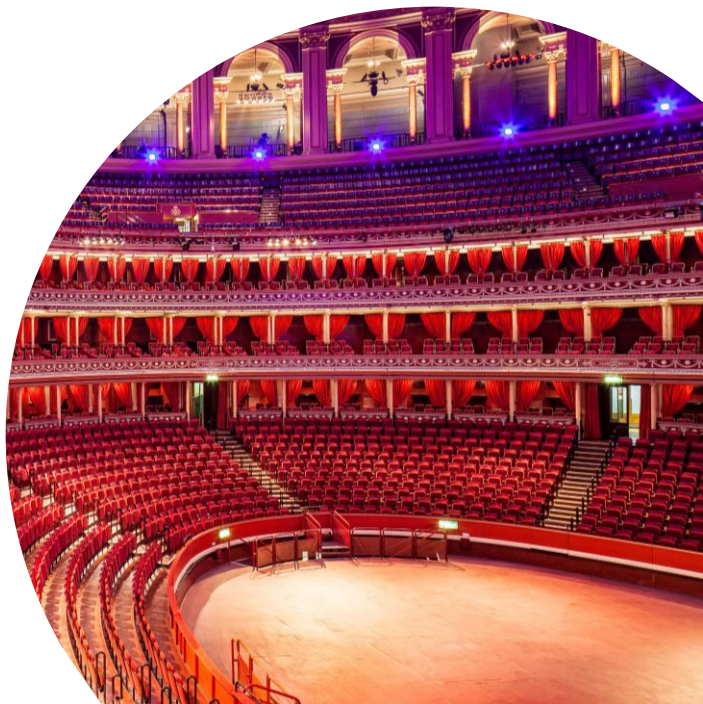
Second round interviews:

To be confirmed.

The closing date for applications is 23:59 on Sunday 19 July 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 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

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