



Royal Albert Hall

Information for Candidates

Recruitment Pack





Welcome

From Tobi Omotosho, Finance Transactions Manager

Thank you for showing interest in joining the Finance department at the Royal Albert Hall. 2025 sees the department continue to break new ground during this busy and eclectic programme of events, to ensure we stay true our vision of making the Hall an accessible, exciting and inclusive venue for all, with a programme that offers something for everyone.

The role of Purchase ledger Assistant

Is a pivotal role in the Royal Albert Hall's busy finance department you will be a key point of contact and will ensure all of our suppliers are paid in a timely manner.

Whilst liaising with different departments at the hall.

If you are successful in joining our department, you will become part of a collegiate and hard-working team whose work is essential in helping the hall put on its programme of amazing variety and innovation, at an iconic venue. All of the team are passionate about the Hall and live events in general and are committed to ensuring our shows are delivered to a world class standard.

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

I wish you all the best in your application

Tobi Omotosho



Royal Albert Hall

A history dating back to 1871

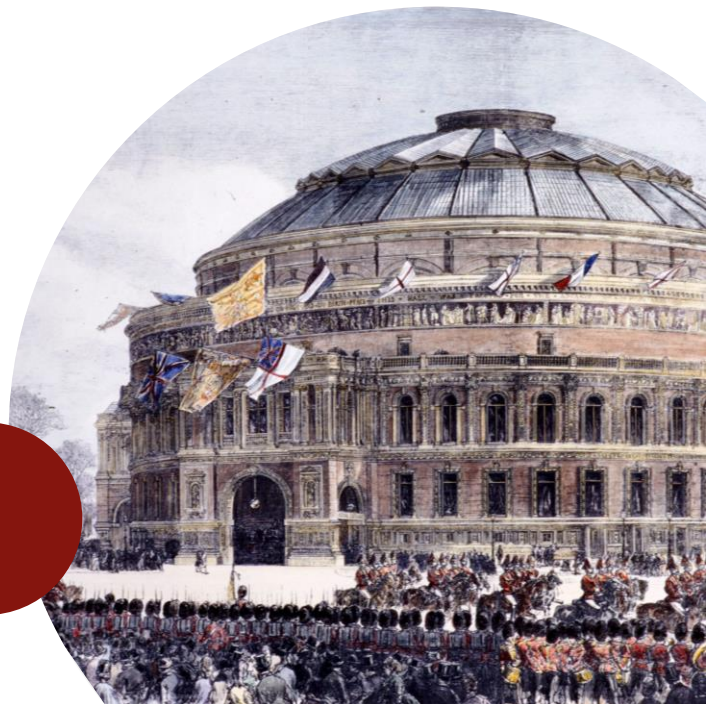
On 29 March 1871, Queen Victoria, following the untimely death of her beloved Consort, Prince Albert, opened the Royal Albert Hall. She was overcome with emotion at the realisation of her husband's vision and was unable to speak.

Since then, we have become the world's village hall, known and loved across the globe for events and moments in history that have, in many cases, shaped the nation and in doing so, realised Albert's vision.

More than a concert hall, we are also a home for those who dream of making the world a better place.

We hosted 25 suffrage meetings, and numerous great patriotic rallies in support of the armed forces. Sir Winston Churchill, the Dalai Lama, Emmeline Pankhurst, Stonewall, Nelson Mandela, the Royal family and world leaders have graced our auditorium. History is played out on our stage.

The Royal Albert Hall may be 150 years old, but we have more history to make, and you could help us write it.





About us

Based in South Kensington, the Royal Albert Hall is an iconic venue. The Royal Albert Hall is a registered charity held in trust for the nation's benefit.

Our purpose is to:

- promote the Arts and Sciences
- preserve and enhance our Grade I listed building.

The world's leading figures in music, dance, sport and politics have appeared on our stage since we opened in 1871, and now over 1.7 million people enjoy live experiences here every year, with millions more experiencing our events through broadcasts, recordings and new media channels. Today, the Royal Albert Hall hosts around 400 events each year and our amazing staff play a huge part in ensuring the success of all our events.

The BBC Proms have called the Hall their home since 1941. Shirley Bassey has had more than 45 performances at the Hall since 1971. Statesmen, sportsmen and a galaxy of stars have graced our stage, creating unforgettable memories. From Albert Einstein, to Arctic Monkeys, The Beatles to Beyoncé, Churchill to Coldplay. Recently, we have hosted the premier of the James Bond film 'No Time to Die', Cirque De Soleil, the EE Baftas, Classical Spectacular and a series of events for Teenage Cancer Trust.





Engagement

Our public benefit work is of paramount importance to us and features most prominently through our inclusive and ground-breaking Engagement programme.

As a charity, the Royal Albert Hall believes in providing an Engagement programme that aims to enrich people's lives and offer fairer access to the arts. The programme is divided into 3 main strands of activity:

- **Engaging with Music**
- **Supporting Communities**
- **Discovering Careers**

and all of our projects and events:

- **Offer a subsidised or free programme of arts activity**
- **Enable specific groups to access the Hall in a way that suits them**
- **Are informed by inclusive practice**
- **Involve collaborative working with specialist partner organisations**
- **Take inspiration from the Hall's architecture, history & events**

“Our Engagement programme includes concerts in care homes, schools' workshops, careers masterclasses, Relaxed performances and much more.”





Equality, Diversity and Inclusion

The Hall supports an equal, diverse and inclusive environment for all and we know we can do more.

Diversity was one of the five key strategic objectives agreed for our five-year business plan in August 2019. This means that it is right at the heart of our planning for the future and we will have an action plan to underpin this. Equality, Diversity and Inclusion is part of our mandatory training and we have a committee, set up in 2018 which has representation from staff across all departments, levels and represents the nine protected characteristics.

“I want to use the Hall’s platform to champion and highlight a diverse mix of performers and attract staff and audiences that truly reflect modern Britain”

- James Ainscough, CEO





Equality, Diversity and Inclusion

We are committing to:

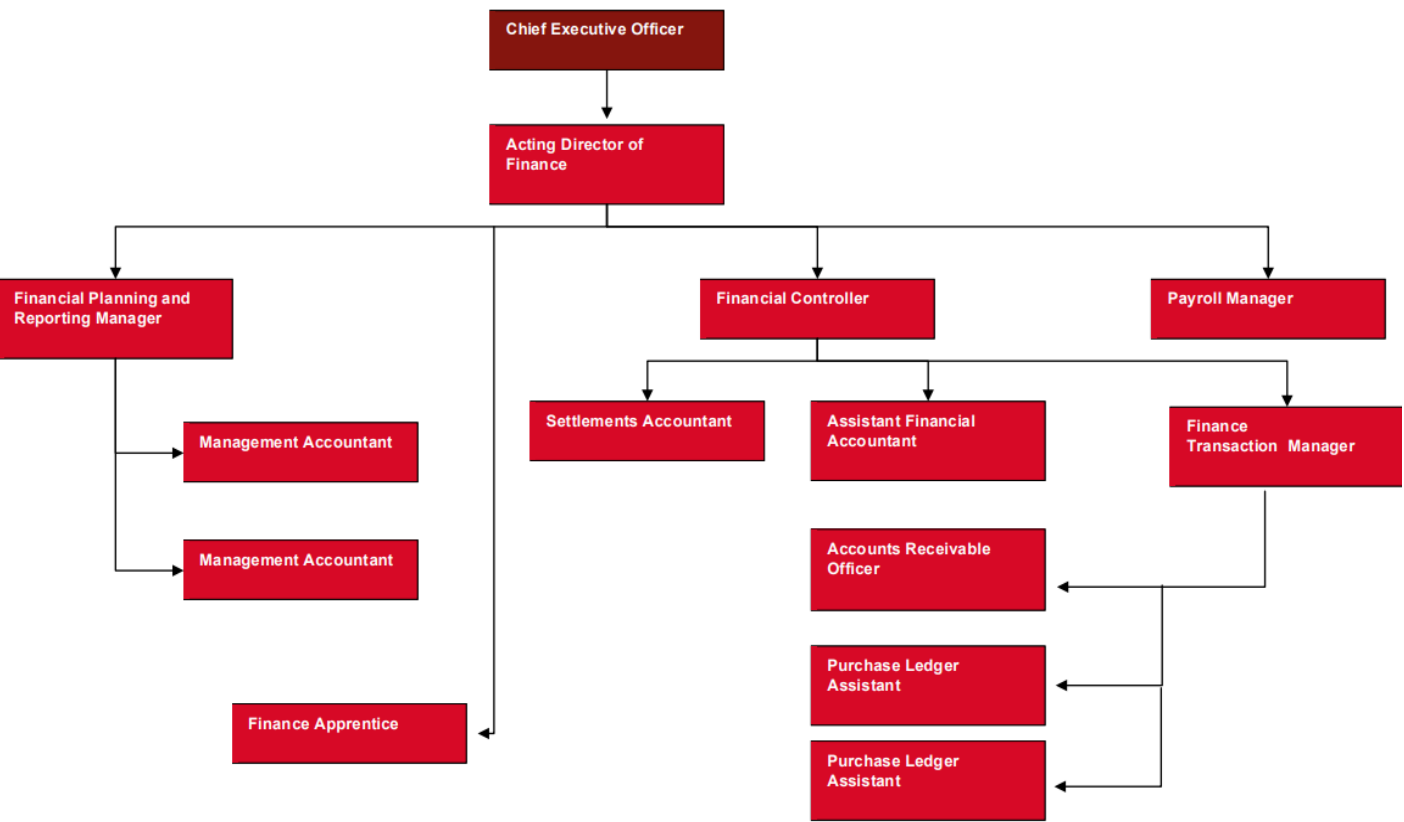
- Programming more events with diverse artists and to making our platforms available to black voices – both on the stage and on digital channels.
- Ensuring that our archives and our tours properly represent the Hall's rich and diverse history and we are refreshing our diversity training for our leadership team and trustees.
- Reviewing our recruitment strategies to ensure that we can widen our candidate pool and further increase the diversity of our workforce.





Organisation chart

Finance





Our Mission, Vision and Values

WHO WE ARE

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.



Job description

Role: Purchase Ledger Assistant

Location: Royal Albert Hall

Salary: £30,150 per annum

Working hours: 35 hours per week

Reports to: Finance Transaction Manager

Direct reports: N/A

For over 150 years we have been fulfilling our vision of inspiring artists and audiences worldwide with the magic of the iconic Royal Albert Hall; creating life-enriching, unforgettable experiences for everyone. Hosting 390 events a year in the main auditorium and more than 800 in other smaller spaces, the Royal Albert Hall stands true to its original purpose of promoting the Arts and Sciences. As a charity, the Hall is dedicated to maintaining the Grade I listed building and giving access to all.



Job description

HOW DOES THE FINANCE TEAM DELIVER THE VISION?

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

Accounting - Accurate, timely and complaint

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 Purchase Ledger Assistant plays a crucial role in the Royal Albert Hall's Finance department ensuring efficient and accurate processing of invoices and purchase orders. This position is essential for maintaining financial integrity whilst upholding professional customer service and finance best practice standards. Success in this role means timely and accurate processing of purchase ledger functions, maintaining strong relationships with suppliers and internal stakeholders, contributing to the financial health and operational efficiency of the Hall.



WHAT THE ROLE HOLDER WILL BE RESPONSIBLE FOR DELIVERING

<u>Key accountabilities</u>	<u>Key activities/decision areas</u>
1) Purchase Ledger Management	<ul style="list-style-type: none"> • Match invoices to purchase orders and obtain appropriate authorisation for non-purchase order invoices, ensuring accuracy of coding • Follow up any outstanding purchase orders regularly to ensure validity • Weekly payment runs, ensuring suppliers are paid • Reconciliation of supplier statements • Deal with invoice and payment enquiries • Process and payment of expenses
2). Financial Reporting and Analysis	<ul style="list-style-type: none"> • Analysis of month-end purchase ledger balances including aged creditor analysis • Monthly reporting on payment days, detailing late payment of invoices • Balance sheet reconciliations (purchase ledger, petty cash, ticket refunds control, sundry creditors and BACS clearing control)
3). Payment Processing	<ul style="list-style-type: none"> • Set up and post all payment requests (CHAPS, BACS, international transfers, Box Office refund cheques and all other cheque requests) • Ensure payments are authorised in line with the Hall’s authorisation policy



WHAT SKILLS AND EXPERIENCE THE ROLE HOLDER WILL HAVE

Qualifications and Experience	
Criteria	Requirement (Essential or Desirable)
Previous experience of working in a small and busy Finance team of a medium-sized organisation in a Purchase Ledger role	Essential
Good understanding of debits, credits and reconciliations	Essential
Good IT (particularly Excel) skills with the ability to interrogate systems to obtain information	Desirable
Experience creating and reviewing payment runs	Essential
Experience of PS Financials	Desirable

Skills and Attributes	
Criteria	Requirement
Good attention to detail and able to work under pressure	Essential
Strong team player with excellent communication skills and a high level of numeracy	Desirable
Thorough and tenacious to ensure purchase orders and invoices are matched and coded	Essential
Meticulous attention to detail	Essential



Behavioural attributes	
Criteria	Requirement
Keen to develop all round accounting skills and take on more varied work	Desirable
Professional working style and approach which demonstrates an ability to build and develop effective working relationships within the organisation and with suppliers	Desirable
Shows pride and passion in work	Essential
Happy to contribute/embrace new ideas	Desirable
Flexible and adaptable attitude	Desirable

The above job description 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.

THE 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 1 listed building and that you, immerse yourself in the Hall's culture. This means exploring our historic building where history has unfolded for over 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 social events. Embracing your team's working pattern, whether hybrid or on-site only, is essential to ensuring a smooth transition and a successful start.



Application

Thank you for your interest in working at the Royal Albert Hall. To apply for this vacancy, we have collaborated with Hays please send your CV and cover letter to Zoe Nolan at Zoe.Nolan@hays.com.

Please ensure that your covering letter does not include any personal details such as your name, date of birth, gender, address or phone number.

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

Provisional dates for interviews are:

First round interviews:

Applicants must be available for a first interview on the week commencing : We will be interviewing candidates on the rolling basis.

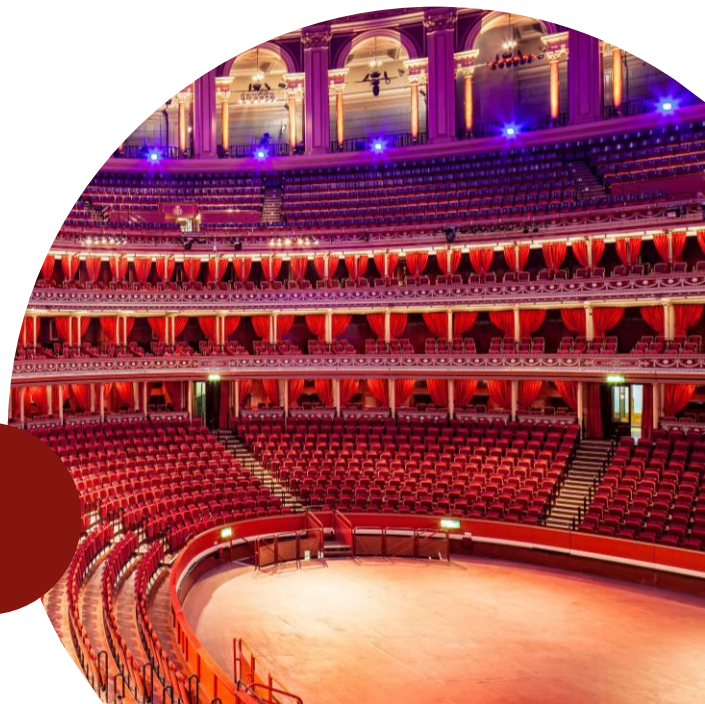
Second round interviews:

w/c To be confirmed

All applicants must have the right to work in the UK without the need for sponsorship. The closing date for applications is at 12pm on Friday 7th February 2025.

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

We fully recognise that 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, we want to share with You the portfolio of 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.

Care first

Employee assistance programme

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



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.



Life assurance

This is 6 x your basic 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.



