



Royal Albert Hall

Information for Candidates

Recruitment Pack

Financial Planning and Analysis Manager





Welcome

From Dan Lill, Finance Director

The role of Financial Planning and Analysis Manager is central to helping shape the Royal Albert Hall's financial future. Reporting directly to me as Finance Director, you will lead our financial planning, budgeting, forecasting and management reporting functions, providing the insight and analysis that supports decision-making across the organisation. You will manage a team of two Management Accountants and work closely with the Executive Team, Heads of Department and Council Committees, helping to translate the Hall's strategic ambitions into robust financial plans and meaningful business insight.

This is far more than a traditional reporting role. We are looking for someone who enjoys turning financial data into strategic insight, who can build strong relationships across the organisation, challenge constructively and help colleagues make better decisions. You will have the opportunity to shape how we budget, forecast and report performance, whilst driving continuous improvement through better systems, processes and the intelligent use of technology.

The Financial Planning and Analysis Manager is a key leadership role within our Finance team and an excellent opportunity for someone looking to broaden their experience and develop their career. Alongside the technical aspects of the role, I am looking for someone with sound judgement, strong people skills and the confidence to work independently whilst collaborating closely with colleagues across the Hall.

If you are successful in joining our department, you will become part of an ambitious and supportive finance team. We work hard, challenge one another positively and are committed to continually improving the way we support the organisation. We are passionate about the Royal Albert Hall, the arts and live events, and 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.





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.





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Proms

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Proms

Job description

Role: Financial Planning and Analysis Manager

Location: Royal Albert Hall

Salary: £61,250 - £70,000 per annum

Working hours: 35 hours per week

Reports to: Finance Director

Shift/working pattern: 9am – 5pm Monday to Friday

Direct reports: Management Accountant x2

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

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

Accounting

Delivering accurate, timely and compliant financial information that provides confidence to management, Trustees and external stakeholders.

Profitability

Working collaboratively across the organisation to maximise income, improve profitability, optimise resource allocation and deliver long-term financial sustainability.

Planning and Reporting

Providing high-quality budgeting, forecasting, management reporting and financial analysis that supports informed decision-making at every level of the organisation.

People and Processes

Developing a high-performing finance team, continually improving systems and processes, embracing technology and automation, and promoting financial understanding across the organisation.



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

The Financial Planning and Analysis Manager is responsible for leading the organisation's financial planning, management reporting and performance analysis functions.

The role plays a key part in translating the Royal Albert Hall's strategic objectives into robust financial plans, delivering timely, accurate and insightful financial information that enables effective decision-making across the organisation.

Working closely with the Finance Director, Executive, Heads of Department and Council Committees, the role provides independent financial advice, constructive challenge and commercial insight to support operational and strategic decision-making.

The role is responsible for leading the budgeting, forecasting and management reporting processes, developing a high-performing financial planning team, driving continuous improvement and ensuring that financial systems, reporting and processes evolve to meet the changing needs of the organisation.

Success in this role means:

trusted financial advice is sought across the organisation

budgeting and forecasting processes are accurate, efficient and well understood

management reporting provides clear insight rather than simply financial data

financial risks and opportunities are identified early

stakeholders are able to make better informed decisions

the finance team continually improves its systems, processes and ways of working.



Key accountabilities	Key activities/decision areas
<p>1). Financial Planning, Management Information and Reporting</p>	<ul style="list-style-type: none"> • Lead the production of timely, accurate and insightful monthly management accounts and performance reporting. • Provide clear commentary explaining financial performance, key drivers, risks, opportunities and emerging trends. • Deliver high-quality financial analysis and scenario modelling to support strategic planning and organisational decision-making. • Develop meaningful KPIs and financial performance measures which support delivery of the Royal Albert Hall's strategic objectives. • Present financial information and analysis to Executive, Council and Committees in a clear and engaging manner. • Ensure robust financial controls underpin reporting processes whilst continually improving reporting quality and efficiency. • Identify opportunities to improve organisational performance through financial analysis and commercial insight.
<p>2). Financial Planning, Budgeting and Forecasting</p>	<ul style="list-style-type: none"> • Lead the organisation's annual budgeting process and three year business plan, ensuring alignment with strategic priorities and challenging assumptions where appropriate. • Own and continually improve the rolling forecasting process, embedding best practice financial planning across the organisation. • Develop sophisticated financial models supporting business planning, investment appraisal, pricing decisions and long-term financial sustainability. • Support development of the organisation's medium and long-term financial plans. • Provide financial leadership for strategic initiatives, business cases and major organisational projects. • Continuously improve budgeting methodologies, forecasting accuracy and stakeholder engagement.



Key accountabilities	Key activities/decision areas
3). Leadership and Team Development	<ul style="list-style-type: none">• Lead, motivate and develop the Financial Planning and Reporting team, creating a high-performing, collaborative and customer-focused culture.• Set clear objectives, monitor performance and provide coaching, mentoring and professional development opportunities.• Promote continuous improvement, innovation and knowledge sharing across the Finance team.• Build resilience within the team through effective succession planning and cross-training.• Lead by example, demonstrating the Hall's values and promoting excellent customer service.
4). Business Partnering and Stakeholder Engagement	<ul style="list-style-type: none">• Act as a trusted Finance Business Partner to Directors, Heads of Department and senior managers across the organisation.• Build strong collaborative relationships that improve financial understanding and accountability.• Provide independent financial advice, challenge and recommendations to support operational and strategic decision-making.• Translate complex financial information into clear, practical insight for non-financial audiences.• Partner closely with Programming, Commercial, Development and other operational teams to evaluate budgets, investment opportunities and commercial initiatives.• Support major projects, procurement exercises and business cases through robust financial modelling and analysis.• Represent Finance on cross-organisational working groups and strategic projects as required.



Key accountabilities	Key activities/decision areas
5). Financial Systems, Data and Continuous Improvement	<ul style="list-style-type: none">• Own the integrity of the finance system structure, including chart of accounts, reporting hierarchies and management reporting dimensions.• Lead the continual development of financial systems, reporting tools and data quality.• Identify opportunities to automate routine reporting and improve efficiency through technology and process redesign.• Promote the effective use of Power BI, reporting tools and emerging technologies, including AI where appropriate.• Ensure strong financial data governance and consistency across reporting.
6). Performance Reporting and Business Insight	<ul style="list-style-type: none">• Lead the development of management dashboards and KPI reporting across the organisation.• Ensure reporting provides meaningful analysis and actionable insight rather than simply financial information.• Support the development Power BI dashboards and other reporting tools to improve visibility of organisational performance.• Lead continual improvement of Net Margin Gain reporting and other key performance reporting.• Analyse trends, risks and opportunities and proactively recommend actions to improve organisational performance.• Benchmark performance where appropriate to identify opportunities for improvement.



Key accountabilities	Key activities/decision areas
7). Governance, Risk and Compliance	<ul style="list-style-type: none">• Ensure financial planning and reporting activities comply with organisational policies, accounting standards and regulatory requirements.• Support the Finance Director in maintaining an effective framework of financial governance and internal control.• identify financial risks and support development of appropriate mitigation strategies.• Contribute to internal and external audit activity and implementation of recommendations.
8). Additional responsibilities	<ul style="list-style-type: none">• Oversee the bi-annual Members' TRS payment process.• Work collaboratively with the Finance Director and Financial Controller to ensure delivery of Finance objectives., deputise where appropriate.• Prepare reports and presentations for Executive, Council and Committees.• Provide high-quality ad hoc financial analysis to support organisational decision-making.• Lead or contribute to cross-organisational improvement projects.• Undertake other duties commensurate with the level and responsibility of the role.



Qualifications and Experience	
Criteria	Requirement
Fully qualified accountant (ACA, ACCA, CIMA or equivalent) with significant post-qualification experience	Essential
Significant experience of financial planning, management reporting, budgeting and forecasting	Essential
Demonstrable experience of business partnering with senior stakeholders	Essential
Strong commercial and financial analysis experience	Essential
Experience of leading and developing teams	Essential
Experience of implementing process improvements and systems developments	Essential
Experience of financial modelling and investment appraisal	Essential
Experience of integrated ERP/accounting systems	Desirable
Experience of Power BI or similar reporting tools	Desirable
Charity accounting experience	Desirable
Experience within the arts, entertainment or hospitality sectors	Desirable

Skills and Abilities	
Criteria	Requirement



Skills and Abilities	
Criteria	Requirement
Advanced Excel and financial modelling skills	Essential
Strong analytical and problem-solving capability	Essential
Strategic thinking and commercial awareness	Essential
Excellent planning and organisational skills	Essential
Ability to manage multiple priorities and competing deadlines	Essential
Excellent written and verbal communication skills	Essential
Ability to influence and challenge constructively at senior levels	Essential
Commitment to continuous improvement and innovation	Essential
Experience of Power BI, automation and data visualisation	Desirable



Behavioural attributes	
Criteria	Requirement
Leads with integrity and professionalism	Essential
Builds trusted relationships across the organisation	Essential
Curious, inquisitive and committed to continuous learning	Essential
Calm and resilient under pressure	Essential
Collaborative, approachable and supportive leader	Essential
Takes ownership and accountability for outcomes	Essential
Interest in the arts and live performance	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. We have collaborated with Trace agency for this role to apply for this vacancy, please send your CV and cover letter to Ellie Prideaux at ellie.prideaux@tracerecruit.com

Vacancy Search Results - Royal Albert Hall

Provisional dates for interviews are:

First round interviews:

Interviews to take place soon thereafter

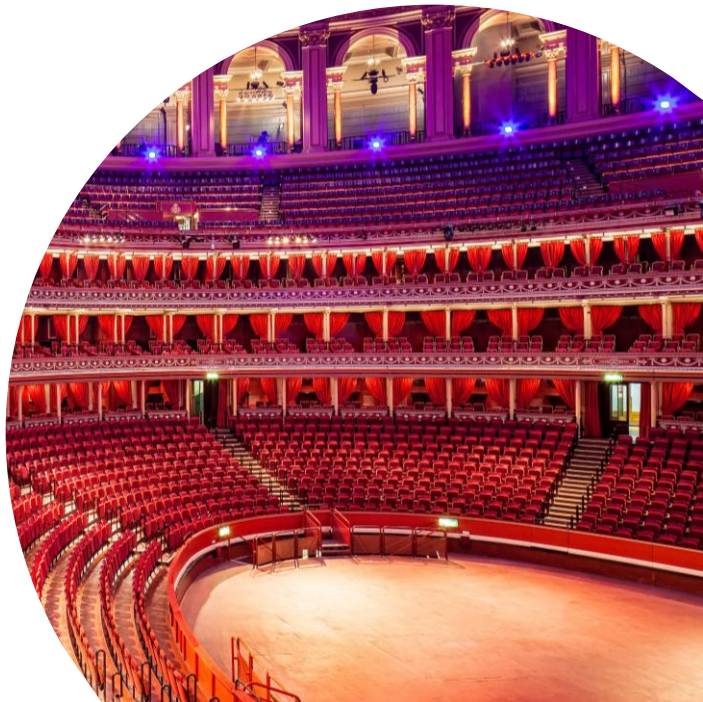
Second round interviews:

To be confirmed

The closing date for applications is 11.59pm on Sunday 19th 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

Kensington Gore
London, SW7 2AP



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