

# ASSISTANT TO THE DIRECTOR OF FINANCE & DIRECTOR OF ESTATES

Secretariat

Grade 5, Full time, Permanent

Job reference number: 104-23



## Applicant Information Pack

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### Closing date

9am Wednesday 1 March 2023

### Interview date

Monday 13 March 2023

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## Job Description

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<b>Job title</b>	Assistant to the Director of Finance & Director of Estates
<b>Department</b>	Secretariat
<b>Grade</b>	5
<b>Hours of work</b>	Full Time (1FTE)
<b>Contract type</b>	Permanent
<b>Responsible to</b>	Executive Assistant to the Director
<b>Responsible for</b>	N/A
<b>Liaises with</b>	<p><b>Internal</b> Directorate, including Director, Secretariat and Executive Assistant to the Director, Head of Finance and Finance team, Estates Managers, Estates Office Coordinator, Procurement Manager, Facilities team, Maintenance team, Heads of Faculty, Programmes and Research Centres, Clerk to Council</p> <p><b>External</b> Council and Committee members, Consultants working with the Director of Finance &amp; Director of Estates, Suppliers including catering managers and supervisors, insurers, supporters, donors and friends of the RCM</p>
<b>Job overview</b>	This post provides support to the Director of Finance, who has responsibility for the RCM's finances, and Director of Estates, who oversees the day-to-day management of the estate as well as major capital projects. The post holder will also work closely with the Clerk to Council to prepare and distribute relevant agendas and papers.

### Overall Job Purpose

- To provide administrative support to the Director of Finance & Director of Estates
- To undertake projects on behalf of the Director of Finance & Director of Estates
- To provide support to the Director's Executive Assistant in undertaking projects and other support to the Director
- To assist in the running of the Secretariat as a member of the Secretariat team, providing support generally, as required by the Director's Executive Assistant

### Key Responsibilities

These include:

- Overall responsibility for the support given to the Director of Finance & Director of Estates, proactively servicing internal and external communication on their behalf. This will include keeping their electronic diaries, receiving, sorting and, where appropriate, replying to incoming mail in preparation for their attention and identifying correspondence that should be directed to other staff, monitoring email, typing, copying and distributing correspondence and other paperwork, arranging internal and external meetings, making travel arrangements, processing expenses and dealing with telephone communication
- Providing support to the Director of Finance & Director of Estates in a range of projects. From time-to-time this will include taking a leading role on smaller projects
- Preparing and distributing agendas and papers for meetings of committees, booking and arranging meeting rooms and catering and minuting meetings as required by the Directors of Finance and Estates and the Clerk to Council

- Providing support for the Directors of Finance and Estates as Secretary of Investment Committee, Health & Safety Committee and Estates Committee. Drafting, editing and reviewing papers for committees as required by the Director of Finance & Director of Estates
- Supporting Council and its committees, working closely with the Clerk to Council, by compiling and distributing agendas, papers and minutes (including preparing draft outlines) for meetings of Council, Finance & General Purposes Committee, Senate and Audit Committee and helping to maintain the College's formal governance records
- Managing the Director of Finance & Director of Estates' expenses budgets; administering invoices; monitoring all income and expenditure within these budgets, preparing reports and bids for future years
- Assisting with travel arrangements for the Director of Finance & Director of Estates and monitoring College travel patterns as required, liaising with our travel agents as the main point of contact
- Administering the College's insurance arrangements, including organising the annual renewal process
- Main liaison with the RCM's travel provider and monitoring the RCM's outsourced catering contract (currently provided by Imperial College London)
- Maintaining an accurate and up-to-date filing system for the Director of Finance & Director of Estates to include contracts, papers, bids, responses to external bodies, etc., and to access these quickly and efficiently
- On behalf of the Director of Finance, to complete the annual Charity Commission submission
- Assisting the Director of Finance with basic financial and procurement matters which may include tendering and simple numerical analysis, organising the "Operating and Financial Review" in the College's Financial Statements, including editing and drafting of sections
- Maintaining the Directorate's data on the RCM's contacts database, Raiser's Edge, to include creating and producing mailing lists and reports
- Providing administrative and organisational support to the Executive Assistant to the Director in undertaking projects and other support to the Director

## General

- Being a first point of contact (together with other Secretariat staff) for enquiries by students, professors, administrative staff and visitors; to deal with personal callers and telephone enquiries
- Maintaining an accurate and up-to-date filing system
- Creating travel accounts for Colleagues using one of our two agents
- Assisting at receptions and special events, working occasional evenings and weekends as required
- Supporting the liaison between the Secretariat and other RCM departments
- Providing administrative assistance for the Directorate, as required by the Executive Assistant to the Director and Director of Finance & Director of Estates
- Taking responsibility for Secretariat and Directorate record-keeping, in conjunction with other Secretariat colleagues
- Assisting on some receptions and special events, in particular the annual President's Visit, working occasional evenings and weekends as required. Dealing with administrative or general tasks as required, including the general upkeep and tidiness of the office and kitchen facilities and ensuring, in conjunction with other team members, that the office is covered at all times

## Person Specification

Applicants should demonstrate in their supporting statement how their qualifications, experience, skills and training fit each of the criteria below.

Criteria	Description	Essential / Desirable	How Criteria Are Tested
<b>Qualifications</b>	A Higher Education qualification or equivalent	Desirable	AF
<b>Experience</b>	Appropriate experience working as an assistant or administrator	Essential	AF
	Experience of servicing committees and an ability to take accurate and concise minutes of a wide variety of committees	Essential	AF
	Successful experience of wider administrative tasks such as organisation of events	Essential	AF
	Experience of working within a Finance or Estates environment	Desirable	AF, INT
	Experience in the delivery of catering operations and an interest hospitality	Desirable	AF, INT
	Project management experience	Desirable	AF, INT
<b>Skills/Knowledge</b>	Confidence to deal with external contacts	Essential	AF, INT
	Ability to give timely and effective organisational support to and deal with work for senior members of staff, taking an interest in, and acquiring appropriate knowledge of, their respective areas of responsibility	Essential	AF, INT
	Ability to plan tasks, achieve deadlines and prioritise effectively, coping successfully with working under pressure where necessary	Essential	AF, INT, ST
	Methodical and well-organised; common sense and ability to work on own initiative and with confidential and sensitive material	Essential	AF, INT
	Excellent ICT skills. Proficient in Word, Excel and PowerPoint with high accuracy, combined with good typing speeds. Experienced in electronic diary management and using the internet as a research tool	Essential	AF, INT, ST
	High standard of literacy and numeracy and experience of managing budgets	Essential	AF, INT, ST
	Ability to work closely and supportively as a member of a team	Essential	AF, INT
<b>Personal Attributes</b>	Enthusiasm and motivation; eagerness to learn new skills	Essential	AF, INT
	Interest in and knowledge of classical music and Higher Education	Desirable	AF
	A commitment to recognising, valuing and celebrating diversity and to proactively advancing equality and inclusive practice in all areas of College life.	Essential	AF/INT

AF = Application Form    INT = Interview    ST = Selection Test

The duties and responsibilities assigned to the post may be amended by the Executive Assistant to the Director within the scope and level of the post.

## Terms & Conditions

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<b>Availability</b>	The post is immediately available and the postholder should ideally be available to start as early as possible.												
<b>Contract type</b>	Permanent												
<b>Hours of work</b>	<p>This role is offered on a full time (1FTE) basis.</p> <p>Full time hours at the RCM are 35 hours per week and normal office working hours are 9.00am-5.00pm (with a one hour lunch break), Monday to Friday.</p>												
<b>Salary</b>	<p>RCM Pay Scale Grade 5, incremental points 16-20:</p> <table><thead><tr><th>Spine points</th><th>Full-time salary*</th></tr></thead><tbody><tr><td>16</td><td>£27,904</td></tr><tr><td>17</td><td>£28,459</td></tr><tr><td>18</td><td>£29,112</td></tr><tr><td>19</td><td>£29,798</td></tr><tr><td>20</td><td>£30,546</td></tr></tbody></table> <p>*inclusive of London Weighting allowance</p> <p>Appointments will normally be made to the first point of the grade, in accordance with the RCM Pay Policy. Staff are entitled to an annual increment each year on 1 August (dependent on 6 complete months' service) until they reach the top of the grade.</p> <p>Payday is the 15<sup>th</sup> of each month or the last working day before this should the 15<sup>th</sup> fall on a weekend or bank holiday.</p>	Spine points	Full-time salary*	16	£27,904	17	£28,459	18	£29,112	19	£29,798	20	£30,546
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<b>Work permit</b>	All applicants must be permitted to work in the UK and hold a relevant work permit where necessary. This is not a role for which the RCM will act as a sponsor for a visa application.												
<b>DBS check</b>	Not applicable for this post.												
<b>Probation</b>	The post has a six month probationary period.												
<b>Notice period</b>	The appointment will be subject to termination by not less than one months' notice. Notice during probation will be seven days' notice by either party.												
<b>Pension</b>	The Universities Superannuation Scheme (USS) is available for all administrative staff. Full details of the scheme can be found on the USS website: <a href="http://www.uss.co.uk">www.uss.co.uk</a> . Arrangements exist for members to make additional voluntary contributions (AVCs).												
<b>Annual leave</b>	<p>Full time staff are entitled to 210 hours (equivalent to 30 days) of holiday per annum, plus public holidays.</p> <p>The RCM is closed between Christmas and New Year each year, the three days in this week that are not bank holidays will come out of the postholder's annual leave allowance.</p>												

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## Staff Benefits

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<b>Travel</b>	<p>Interest free season ticket loans are available to cover the cost of a 12 month season ticket between a member of staff's residence and the RCM. The loan will be repayable by deduction from salary over a period of 12 months or on leaving the employment of the RCM, if earlier.</p> <p>We also offer a tax-free bicycle loan under a similar repayment scheme.</p>
<b>Events</b>	<p>There is a range of concerts taking place at the RCM throughout the weeks, staff are entitled to one free ticket per charged concert (excluding Opera and non-RCM promotions), and unlimited tickets for non-charged concerts.</p>
<b>Eye tests &amp; hearing tests</b>	<p>The RCM will cover the cost of an annual standard eyesight test (normally up to £25) and contribute £50 towards the cost of glasses, provided that they are for use with VDUs. We will also cover the cost of hearing tests.</p>
<b>Employee Assistance Programme</b>	<p>All RCM staff can get free and confidential advice from Confidential Care (CiC). The service is open 24 hours per day, 365 days per year, by telephone or via the web.</p>
<b>Professional Development</b>	<p>The RCM is committed to the support of training and professional development for all members of staff and a range of opportunities are available.</p>

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## About Us

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<b>The College</b>	<p>Opened in 1883 by the then Prince of Wales, the Royal College of Music (RCM) is a world-leading music conservatoire with a prestigious history and contemporary outlook. The RCM is a vibrant community of talented and open-minded musicians, with over 900 students from more than 50 countries studying at undergraduate, masters or doctoral level in the Senior College throughout the week and 300 students on a Saturday in the Junior Department. Former students of the RCM hold key roles in music and the arts in all parts of the world - as performers, teachers, composers, conductors and amateurs. The RCM was ranked as the global top institution for Performing Arts in the 2022 QS World University Rankings by subject.</p>
<b>Staff</b>	<p>The RCM has over 250 members of professorial (teaching) staff and over 100 teachers in the Junior Department - the majority of whom are busy professionals with worldwide reputations, who include teaching among the various musical activities that they regularly undertake. Their work, and the work of the College as a whole, is supported by a team of over one hundred administrative staff.</p>
<b>Location</b>	<p>The RCM benefits from its particular location in South Kensington - one of the most attractive and interesting parts of central London. The area is well-served by public transport: South Kensington tube station is within ten minutes' walk; several bus routes pass the Royal Albert Hall. Kensington Gardens and the renowned museums of Exhibition Road, the Natural History Museum, the Victoria &amp; Albert Museum and the Science Museum, are only a short walk away; Imperial College of Science, Technology &amp; Medicine is next door; the Royal College of Art and the Royal Albert Hall are just across the road. The area, known originally as Albertopolis, emerged as a location for</p>

national institutions in the arts and sciences after the Great Exhibition of 1851 largely because of the enthusiasm of Prince Albert. Relationships with neighbouring institutions are friendly and supportive.

**Department /  
Faculty**

Secretariat is the administrative hub of the RCM and provides essential support to the Royal College of Music's Directorate.

## How to Apply

To apply, please complete our **1) Application form** and **2) Equal Opportunities form**, available to download from the [RCM website](#), and submit in PDF or Word format to [recruitment@rcm.ac.uk](mailto:recruitment@rcm.ac.uk)

Please ensure that you include the Job Reference Number and state clearly the title of the post for which you are applying. CVs without an application form cannot be accepted.

**Closing date**                      **9am Wednesday 1 March 2023**

Applications received after the stated closing date will not be considered.

**Interview date**                      **Monday 13 March 2023**

There will be a test for shortlisted candidates. Further details will be passed to shortlisted candidates in due course.

If you have any questions about this position or the application process please contact a member of the recruitment team on; [recruitment@rcm.ac.uk](mailto:recruitment@rcm.ac.uk). If you need to receive this documentation in a different format, such as large print or are not able to submit an application electronically, then please contact us to discuss your requirements.

The Royal College of Music is an Equal Opportunities employer. The College is a non-smoking environment.

Sarah Mennell  
Executive Assistant to the Director  
February 2023

