RECRUITMENT PACK

HEAD OF FINANCE





WELCOME FROM THE PRINCIPAL & CEO

A warm welcome to LIPA. I would like to take this opportunity to thank you for your interest in joining us.

LIPA is recognised as a world leading centre of excellence for creative learning and vocational training within the performing arts and creative industries. Our ethos and learning environment is underpinned by a commitment to collaborative and creative practice that develops artists and cultural entrepreneurs ready to respond to the evolving needs of the creative industries and performing arts.

With our recent achievement of probationary degree-awarding powers, and the development of our new Strategic Plan for 2027-2032, this is an exciting period in our evolution.

We have high expectations for new appointees, and are looking for inspiring, inclusive and innovative individuals who will support us in developing the next generation of performers, creative artists, and entrepreneurs.

If you share our mission, we would really like to hear from you.

I wish you all the best.

Sean

Professor Sean McNamara
Principal & CEO



ABOUT LIPA

Founded by Sir Paul McCartney and Mark Featherstone-Witty, LIPA is a globally recognised centre of excellence for performing arts education, with a reputation for innovation and collaboration.

We enjoy a global reputation for the quality of our teaching, our world class facilities and an enviable track record of graduate employment and alumni successes. Our campus is nestled in the heart of Liverpool's Georgian Quarter and is a hub for the city's creative community. We are proud of the standard of our facilities and how they allow students to train in a high quality environment that mirrors industry practice in the creative arts.

OUR STRATEGY FOR 2023-2026

Our vision for the future is underpinned by six core themes:

- **Excellence**: to be recognised as a world leading centre of excellence for creative learning and vocational training within the performing arts and creative industries
- **Equity**: to create and develop a culture and environment for equality and inclusion at all levels throughout the institution
- **Environment**: to achieve and maintain financial, environmental, systemic, technological and campus sustainability
- **Empowerment**: to empower and enhance the student, staff, and alumni experience within the LIPA Learning Group to meet the evolving demands and requirements of the higher education sector and creative industries
- **Employability**: to embed employability into the curriculum and co-curricular activities to develop students for future employment opportunities and career progression
- **Entrepreneurship**: to create an environment for inspiring creativity, innovation and entrepreneurship.

We are now finalising our 2027-2032 Strategy which will build on these themes and ensure that our campus and facilities are at the forefront of our creative community.



THIS ROLE

Salary: £60,000 - £65,000 per annum
Location: Liverpool (Hybrid Working Available)
80% onsite during term time, 60% available outside of term time
Hours: 37.5 hours per week, Monday to Friday
Reporting to: Chief Operating Officer

Join the team at The Liverpool Institute for Performing Arts (LIPA) and play a pivotal role in shaping the financial future of one of the UK's leading specialist higher education institutions.

As our new Head of Finance, you will lead a dedicated finance team, oversee all aspects of financial reporting and control, drive the budgeting and planning process, and manage the annual audit cycle. This is a fantastic opportunity for an experienced finance professional who enjoys combining strategic leadership with operational excellence.

About the Role

You will be responsible for:

- Leading the Finance Team and ensuring the delivery of an excellent service across the Institute.
- Producing accurate and timely management accounts and annual financial statements.
- Managing budgeting, forecasting and financial planning processes.
- Ensuring robust financial controls, policies and compliance arrangements are in place.
- Leading relationships with auditors, tax advisers and key internal stakeholders.
- Supporting the continued development of our newly implemented TechnologyOne finance system and driving improvements in reporting and financial processes.

What you'll be doing:

- Leading and developing the Finance Team, ensuring a high-quality, customer-focused service is delivered across the Institute.
- Providing strategic financial leadership and advice to senior managers, supporting effective decision-making across the organisation.
- Managing the production of monthly management accounts, financial reports and annual statutory financial statements.
- Leading the annual budgeting and forecasting process, working closely with budget holders to support effective financial planning.
- Ensuring strong financial governance, compliance and internal controls are maintained in line with regulatory and audit requirements.
- Managing the Institute's annual audit process and developing productive relationships with external auditors, advisers and key stakeholders.
- Overseeing day-to-day financial operations to ensure accuracy, efficiency and compliance.
- Supporting the Institute's strategic objectives through robust financial planning, analysis and risk management.
- Collaborating with colleagues across the Institute to promote financial awareness, accountability and best practice.



ABOUT YOU

We're looking for a qualified finance professional who:

- Is a member of a recognised UK chartered accountancy body.
- Has substantial experience leading finance operations teams.
- Can prepare financial statements and effectively manage the audit process.
- Possesses excellent analytical, communication and stakeholder management skills.
- Has strong Microsoft Excel expertise and a sound understanding of VAT, income tax and National Insurance regulations.
- Enjoys driving continuous improvement and embedding new systems and ways of working.
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Experience within the higher education sector and finance system implementation projects would be advantageous.

What We Offer

- A senior leadership role with the opportunity to shape the financial strategy and long-term sustainability of one of the UK's leading specialist higher education institutions.
- The chance to lead a dedicated Finance Team and play a key role in driving continuous improvement, innovation and the development of our newly implemented finance systems.
- Flexible working arrangements, offering hybrid working opportunities' while maintaining strong engagement with colleagues and the wider Institute community
- Membership of the workplace pension scheme with an option for enhanced employer contribution of 16.48% .
- 25 days' annual leave, plus 4 closure days and UK bank holidays.
- Employee wellbeing initiatives and support services.



Our Commitment to Equal Opportunities

As an equal opportunities employer, LIPA is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.
As part of our Strategic Plan for 2023-2026 we are seeking to increase the diversity within our community and would particularly encourage applications from under-represented groups, such as people from Black, Asian and minority ethnic groups, people with disabilities and those identifying as female, non-binary or trans-gender.
Appointments will always be made on merit.

LIPA - a registered charity No. 1001565.

APPLYING

How to Apply

Please submit your CV and a covering letter outlining how your skills, experience and qualifications meet the requirements of the role to recruit@lipa.ac.uk.

Should you have any questions about the recruitment process or require reasonable adjustments during the selection process, please contact the Recruitment Team on recruit@lipa.ac.uk or 0151 330 3091.

Closing Date for CV Submissions: Wednesday 9 December 2026.

Interview Date: Thursday 17 December 2026.

For further information about the role and working at LIPA, please visit our careers page: https://lipa.ac.uk/about-us/working-here/.

LIPA

THE LIVERPOOL INSTITUTE FOR PERFORMING ARTS

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