



RECRUITMENT PACK

# HEAD OF FINANCE

**LIPA**

THE LIVERPOOL INSTITUTE  
FOR PERFORMING ARTS



# 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 in pursuit of developing artists and cultural entrepreneurs ready to respond to the evolving needs of the creative industries and lead positive change in the performing arts.

The implementation of our ambitious Strategic Plan 2023-26, progress towards achieving degree awarding powers and our 30th anniversary celebrations in 2026 make this an exciting period in our evolution.

We have high expectations for new appointees, and are looking for inspiring, inclusive, and innovative leaders 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

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# ABOUT LIPA

The Liverpool Institute for Performing Arts (LIPA) is world renowned as a leading provider of university level creative and performing arts training with a portfolio of ambitious and popular courses. We are an international community of performers, creatives, technicians, filmmakers, and businesspeople who learn by working together with industry partners on fully realised productions and projects.

LIPA's pioneering approach to learning is project based. This highly practical method is underpinned by collaboration, industry links and entrepreneurial training. It creates multi-skilled, innovative, and empowered graduates able to follow their passions and forging a sustained career in the creative and performing 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







# HEAD OF FINANCE

**We are looking to recruit a Head of Finance to lead our Finance Team, reporting directly to the Chief Operating Officer. This is an exciting time to join the team to support the implementation of a new finance system and help us to drive continuous improvements and excellence in service delivery.**

This is a full time, predominantly office-based position in Liverpool's Georgian Quarter. Some hybrid working will be possible, depending upon the time of year and business need.

## Key responsibilities include:

- Responsibility for financial reporting, including drafting annual financial statements;
- Leading the Finance Team in providing excellent service to all stakeholders;
- Ensuring adequate financial policies and processes are in place and underpinned by robust systems of internal financial control;
- Leading on the institutional budgeting processes; and
- Working proactively to ensure the efficient and effective deployment of our new finance system, and realignment of processes as needed.

## Who we are looking for

We are seeking a CCAB qualified accountant with a proven track record of excellent financial control and team leadership. They must have a keen eye for detail and be able to be agile with respect to the prioritisation of tasks, ensuring deadlines are met. Excellent interpersonal and relationship-building capabilities are essential, as well as the ability to explain technical financial information succinctly and clearly, both verbally and in writing.

## What we offer

As well as a competitive salary, we offer the opportunity to work in a highly creative working environment alongside our unique international community of creatives, performers, technicians, managers, cultural leaders, and film makers. This, along with the opportunity for professional development, will help you enhance your skills and experience.

We have a generous enhanced pension scheme with up to 16.48% employer contributions. Our holiday allowance starts at 25 days and increases to 30 days after five years' service. In addition to this are bank holidays and winter closure days (usually 4 days). You can also get complimentary tickets to our theatrical productions and music gigs.





# APPLYING

**Closing date for applications:** 12:00 on Monday 9 June 2025

**Interview dates:** TBC, but likely week commencing 16 or 23 June 2025

Further details including the full job description and person specification can be found on our website: [lipa.ac.uk/about-us/working-here/](https://lipa.ac.uk/about-us/working-here/)

To apply please send a completed application form (which you can download from our website) and a covering letter explaining why your experience, skills and approach make you the ideal candidate for the role. This should be emailed to: [recruit@lipa.ac.uk](mailto:recruit@lipa.ac.uk).

Should you have any questions about the application process or require reasonable adjustments for your application, please email: [recruit@lipa.ac.uk](mailto:recruit@lipa.ac.uk) or telephone: 0151 330 3091.

## EQUAL OPPORTUNITIES

As an equal opportunities employer, we are committed to the equal treatment of all current and prospective employees and we do 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.



