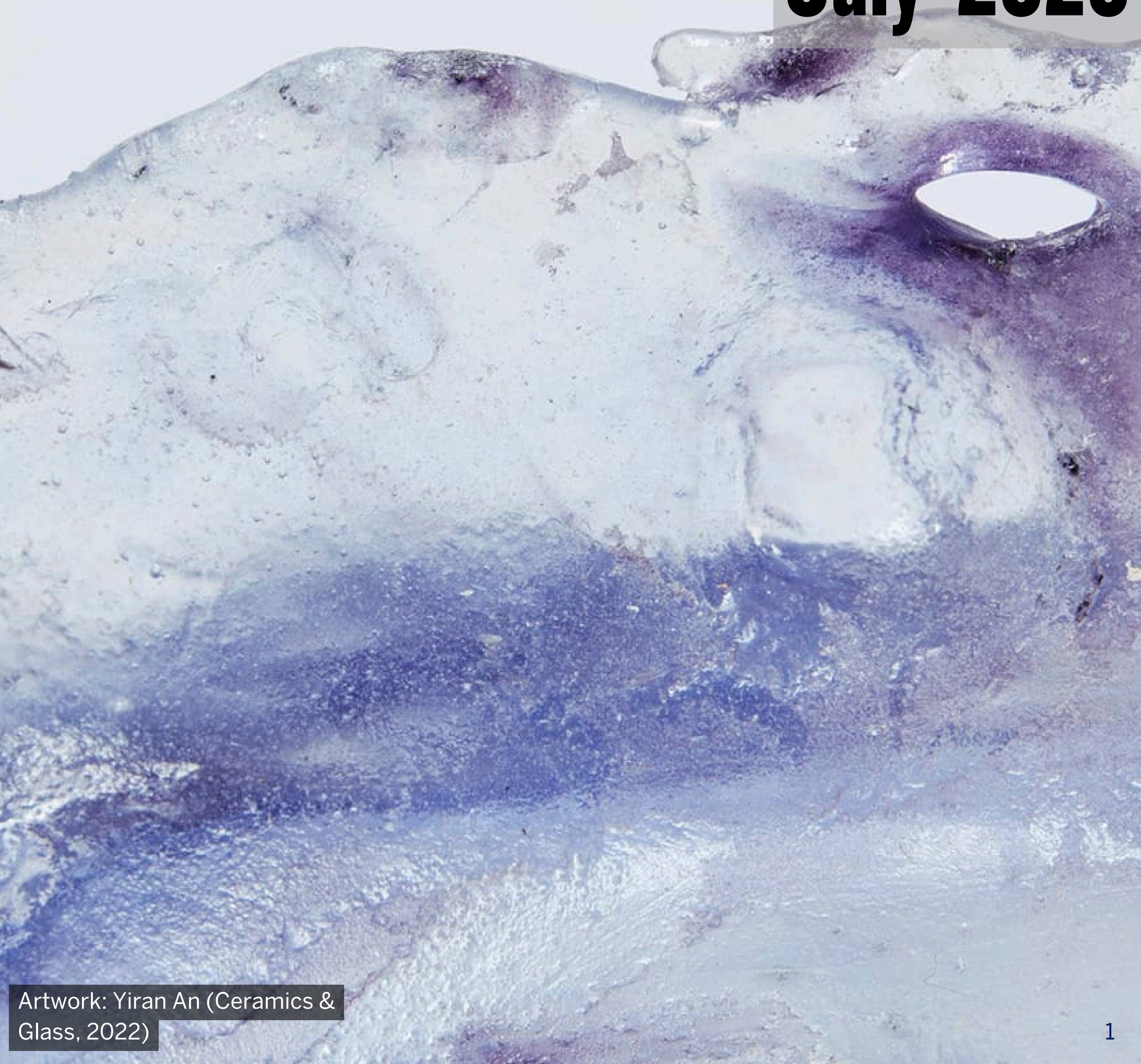
RCA

Head of Reporting & Compliance - InnovationRCA July 2026



Artwork: Yiran An (Ceramics & Glass, 2022)

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Photo: Richard Haughton

WELCOME TO THE RCA

Photo: Iwan Baan

Founded in 1837, the Royal College of Art is the world's largest postgraduate-only community of art and design students. It has been ranked number one in the world 12 consecutive years (QS World University Rankings by Subject 2015-2026).

Studying at the RCA is the starting point for UK and global creative leaders. With more than 30,000 RCA alumni all over the world, the College's graduates form a diverse international network of artists, designers, creators and innovators.

Around 2,500 students are spread across three schools – Architecture, Arts & Humanities, Communication and Design - and in the RCA's Research Centres. The College creates an environment that champions exploration, collaboration and interdisciplinary learning - using art and design to reframe the possibilities of the humanities, technology, and ethics; and equipping graduates for new futures and opportunities

Research is at the heart of the RCA's impact. In active discussion with the world, the College brings interdisciplinary researchers and partners together in vital areas such as climate and sustainability, technology and society, and leads the field in practice-based research. As a result, the RCA is ranked as one of the most research-intensive specialist art and design universities in the UK [under the Research Excellence Framework 2014 and 2021].

Photo: Richard Haughton

The RCA champions exploration, collaboration and interdisciplinary learning - using art and design to reframe the possibilities of the humanities, technology, and ethics. We experiment, question and discover, putting research and practice at our heart, to equip students for new futures and opportunities and build on current knowledge.

Current 'real world' practices of our disciplines are fully integrated into our teaching delivery and student learning. The RCA model also consciously uses both the high research active levels of faculty, and the absence of undergraduate provision, to provide concentration and focus, in order to use research to creatively 'disrupt' the learning experience.

Our People

Photo: Richard Haughton

The strength of the RCA lies in its people: our students, academic community, researchers, technical specialists, professional services teams and our global network of alumni and partners.

The RCA's Chancellor is Sir Jony Ive, one of the world's most influential designers. The Pro-Chancellor and Chair of Council is Sir Peter Bazalgette, and the President & Vice-Chancellor — the College's Chief Executive — is Professor Christoph Lindner, who joined the RCA in 2024.

The RCA's academic faculty bring world-leading expertise and industry knowledge to the College's model of teaching. All faculty are actively engaged in their relevant industries and professional practice beyond academia, and the RCA is the only specialist art and design university where all of our permanent academic staff are also research active and included in the RCA's submissions to the UK Research Excellence Framework.

The RCA has a total academic and research workforce of over 400 people, which includes Associate Lecturers, Visiting Professors and Guest Lecturers who bring 'live industry' experience into the taught curriculum

The RCA also employs a team of over 100 highly skilled technicians, many of whom themselves have postgraduate qualifications and are well established and recognised practitioners in their fields of specialism. Our skilled technical staff and technical resources are integral to delivering an interdisciplinary approach which is a key part of the student experience.

OUR STRATEGIC DIRECTION: TOWARDS THE RCA AT 200 (2026–2030)

The RCA's new Strategic Plan sets out a transformational five-year phase as we begin our journey towards our bicentenary in 2037. Our ambition is to become the world's most influential art and design community, with a global footprint and a renewed approach to research, education, partnerships and organisational culture.

By 2030:

- The College will operate across two revitalised central London campuses, including a reimagined Darwin Building at Kensington.
- We will establish research and education hubs outside the UK for the first time.
- We will strengthen our global partnerships, increase access to scholarships and widen participation for students from all backgrounds.
- We will be recognised for leadership in emerging creative technologies, especially AI, and for our contribution to sustainability, regenerative practice and public good.

Our work is underpinned by the RCA's four values — Collaboration, Curiosity, Inclusion and Integrity — and by commitments to long-term resilience, financial sustainability, staff and student wellbeing, and a culture where creativity and innovation thrive.

The College's ambitions will be delivered through three Strategic Pillars:

Strategic Pillar One
Creating and delivering the best art and design education, dialogue and research.

Strategic Pillar Two
Championing a community with outstanding potential who are diverse, inclusive and connected.

Strategic Pillar Three
Convening transformational exchanges of art and design expertise and ideas.

Our Values

Photo: Shaun James

The RCA community operates in line with four agreed values:

Curiosity

We have a tenacious commitment to innovation and openness to change. We positively interrogate ideas, assumptions and plans and welcome the honest scrutiny that is alive in a learning community.

Inclusion

We celebrate diversity and embrace difference as a source of strength. We strive for an inclusive RCA community, removing barriers and challenging exclusionary and discriminatory practices.

Collaboration

We value what happens together and we help and support each other to achieve our collective goals. We work in partnership with our students, staff, alumni, institutions and communities across the globe to make a lasting difference.

Integrity

We are always willing to listen, we offer constructive feedback and we promote accountability, building relationships of mutual trust and respect. We are resilient in the face of challenges, pursuing outcomes with individual, cultural, societal and economic impact.

InnovationRCA, is the RCA's start-up/spinout incubation and intellectual property commercialisation centre. To date InnovationRCA has helped create over 80 companies and these commercially successful companies have gone on to raise over £145million in investor funds, create more than 850 UK-based jobs, and over £250million in sales and exports.

InnovationRCA companies include Concrete Canvas and Gravity Sketch. InnovationRCA has a sector agnostic approach backing early–stage design-led start-ups in a nurturing ecosystem in a range of sectors from med-tech, climate-tech, agritech, tech to creative brands. In 2024, it launched its first S/EIS fund working with infinity Asset Management LLP. It also operates an angel investor network, AngelClubRCA.

Purpose of role

This role is part of the InnovationRCA senior team, responsible for the reporting and accounting activities of InnovationRCA, provision of analytical and financial modelling capabilities and responsible for compliance of InnovationRCA, associated RCA subsidiaries and the RCA Design & Innovation S/EIS Investment Fund (and subsequent funds) with financial and regulatory regulations. The role holder will be expected to work with a high degree of autonomy on InnovationRCA financial and compliance matters and to develop strong working relationships with colleagues at all levels across the RCA as well as with the RCA's external partners, for example fund manager, Infinity Asset Management to ensure smooth and safe operation of the investment fund. They will recommend budgets and provide overarching support for the costing and budgeting of InnovationRCA's income generating activities and provide accounting stewardship for their delivery. In addition the role holder is a key source of compliance training and support to 80+ portfolio companies.

Key responsibilities Compliance

- Be the first point of contact for all subsidiary and RCA Design & Innovation S/EIS Fund compliance matters and recommend escalations to external experts and our FCA Authorised Representative provider if necessary.
- Assume Company Secretarial responsibility with respect to the three RCA subsidiaries IRCA Enterprise Ltd., IPRCA Commercialisation Ltd and RCA Angel Investor Club Ltd. Providing recommendations to the Director of InnovationRCA and RCA Chief Financial Officer in relation to monitoring statements and annual filings.
- Assume ICO Data Manager responsibilities for the three subsidiaries.
- Develop, implement, maintain and update compliance policies for the 3 InnovationRCA related RCA subsidiaries and stay up to date with regulatory changes.
- Being the InnovationRCA compliance expert, proactively identify and report compliance issues at the earliest opportunity. Develop and recommend corrective actions and support their implementation while ensuring alignment with the College's policies, risk register and strategic plan.
- Develop and maintain an IRCA Enterprise Limited Complaints Register, a resolution of complaints process and documentation. Recommend, advise and support the directors of IRCA Enterprise in the resolution of complex complaints.
- Provide regulatory guidance to the Director InnovationRCA and to the RCA Design & Innovation S/EIS Fund I Investment Manager as well as to company founders (and where necessary instruct and guide founders as to how to correctly meet legally required filings, for example at Companies House).
- Provide necessary advice and contribute to the preparation and periodic updates of certain key fund-related documentation such as prospectuses Factsheets, Information Memoranda, Key Information Documents and any other associated FCA-regulated documentation that require accuracy and are subject to compliance.
- Manage a busy workload and conflicting priorities dealing with a wide range of issues, competing deadlines -within required timeframes.

Portfolio

- Monitor both RCA and RCA Design & Innovation S/EIS Fund I portfolios of companies and analyse KPIs.
- As the subject expert, provide high quality accessible support and training to founders and new Incubator staff with regards to compliance matters including Directors' responsibilities and reporting regulations, Information Commissioner's Office and HMRC regulations.
- Track, analyse and validate portfolio company valuations and prepare annual portfolio reports for the College's Annual Accounts. Convene annual Portfolio Review Committee Meetings and prepare and manage all associated documentation and records.

Reporting

- Lead on the capture of key InnovationRCA data providing a steer to InnovationRCA Operations', IP or Incubation colleagues, as necessary, and being the final arbiter on accuracy of data. Conducting the necessary analysis and evaluation of the data to extract findings and outcomes, flag issues to the Director and provide input into departmental responses to the issues.
- Lead on the preparation of high-quality reporting documentation (whether intended for external authorities eg Research England, Financial Conduct Authority or Internal eg Senior Management).
- Lead on the preparation of responses to inbound questions during external Due Diligence processes in relation to the RCA Design & Innovation S/EIS Fund (and future funds) and generally advise the Director on Due Diligence issues.
- Responsible for developing, maintaining and updating the best systems for InnovationRCA statistical data retention and for spotting improvement opportunities.

Accounts and budget management

- Leading on day-to-day financial control of InnovationRCA including providing InnovationRCA programme leads with approvals according to budgets and agreed plans.
- Act as a lead for finance matters at InnovationRCA advising the Director InnovationRCA to prepare the InnovationRCA budget. Preparing financial forecasts and advising on variances and flagging areas of concern.
- Oversee development of and approve costing budgets for InnovationRCA external consultancy proposals, grant applications (UK or international), bids and other adhoc events (pop-ups, exhibitions investor events) liaising with Heads of Commercialisation and Incubation. Then monitor income and expenditure and identify any significant variances. Liaise with (and guide) the programme leads (HOI/HOC or Operations Manager) over dealing with any potential significant unresolved variances helping prevent financial problems. Complete final reconciliations.
- Prepare, analyse and review information for RCA management and external funding bodies.
- Manage and monitor seed investment payments and income from innovation consultancy services, dividends and IP royalties including determining interest calculations and profit share payments.
- Provide guidance, advice and support to company founders with respect to their financial administration and reporting.
- Liaise with colleagues in RCA Finance and with external tax and accounting advisors to resolve complex queries (for example around tax and VAT as applicable to the fund or subsidiaries).
- Identify and undertake relevant continuing professional development as appropriate.

Modelling

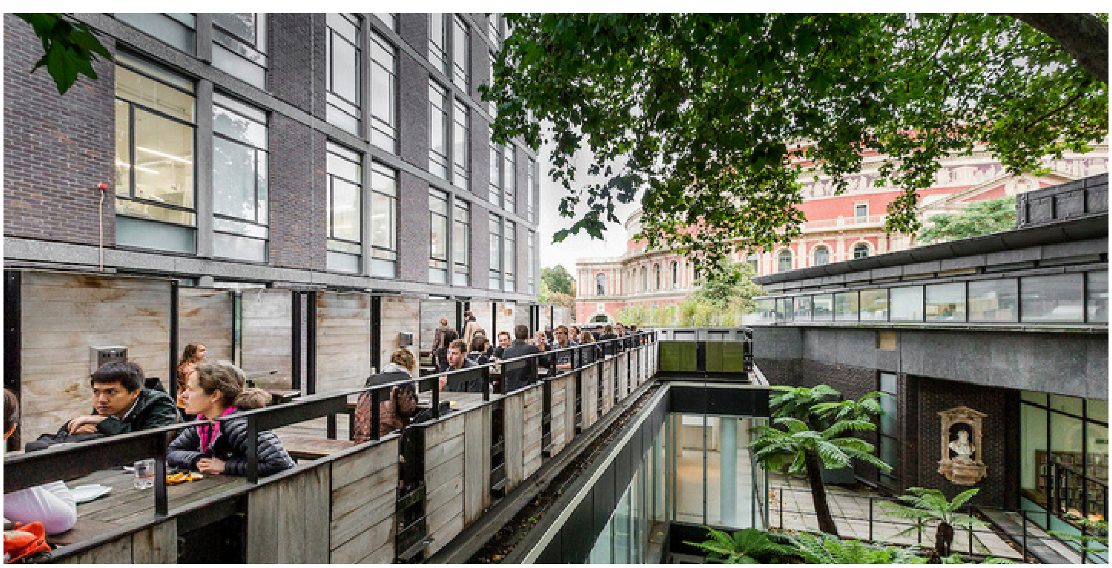
- Play a key role with the Director and Investment Manager and external Fund Manager on the financial modelling of the fund (and future funds or financial instruments). Providing critical input and guidance into the design of models and into the stress testing of models and generally playing an important role in determining fund structures and fees.

Essential:

- Graduate with Accountancy qualification with a professional accountancy body
- Extensive experience of bookkeeping and accounting
- Highly numerate with the ability to understand, manipulate, analyse and communicate complex financial data
- Experienced in Financial Modelling for example NPV and discounted cash flow
- A deep understanding of project costing and pricing concepts
- The ability to interpret rules and clearly articulate their application
- Ability to communicate (orally and in writing) collaborate lead and influence at an advanced level across levels of seniority with an ability to put complex issues into lay person terms for non-specialist audiences.
- Strong organisational skills with an ability to multi-task and deal with a wide range of concurrent issues, competing deadlines within certain timeframes,
- Strong collaboration skills and positive team attitude

Desirable:

- A well-developed understanding of the FCA regulations applicable AIFMs, in particular, to S/EIS investment management and a knowledge of trustees/depositary and custodian accounting roles and practices.
- Experience of the Unit 4 /ERP finance system
- Experience of working with start-ups and equity investment
- Experience of the Higher Education sector



Pay & Benefits

Additional Information:

- Full time salary: Grade 9 £55,040 - £61,322 per annum including London Allowance, salary will be pro rata at 0.7fte.
- 30 days annual leave plus extended breaks at Christmas and Easter, at the discretion of the College. Pro rata for part time employees,
- Pension, cycle to work scheme, interest-free season ticket loan are available alongside many other benefits
- Location: Battersea/Hybrid
- Department: InnovationRCA
- 0.7 fte fixed term role and permanent.
- Responsible to: Director InnovationRCA
- Working hours 9.30am to 5.30pm with an hour each day for lunch.

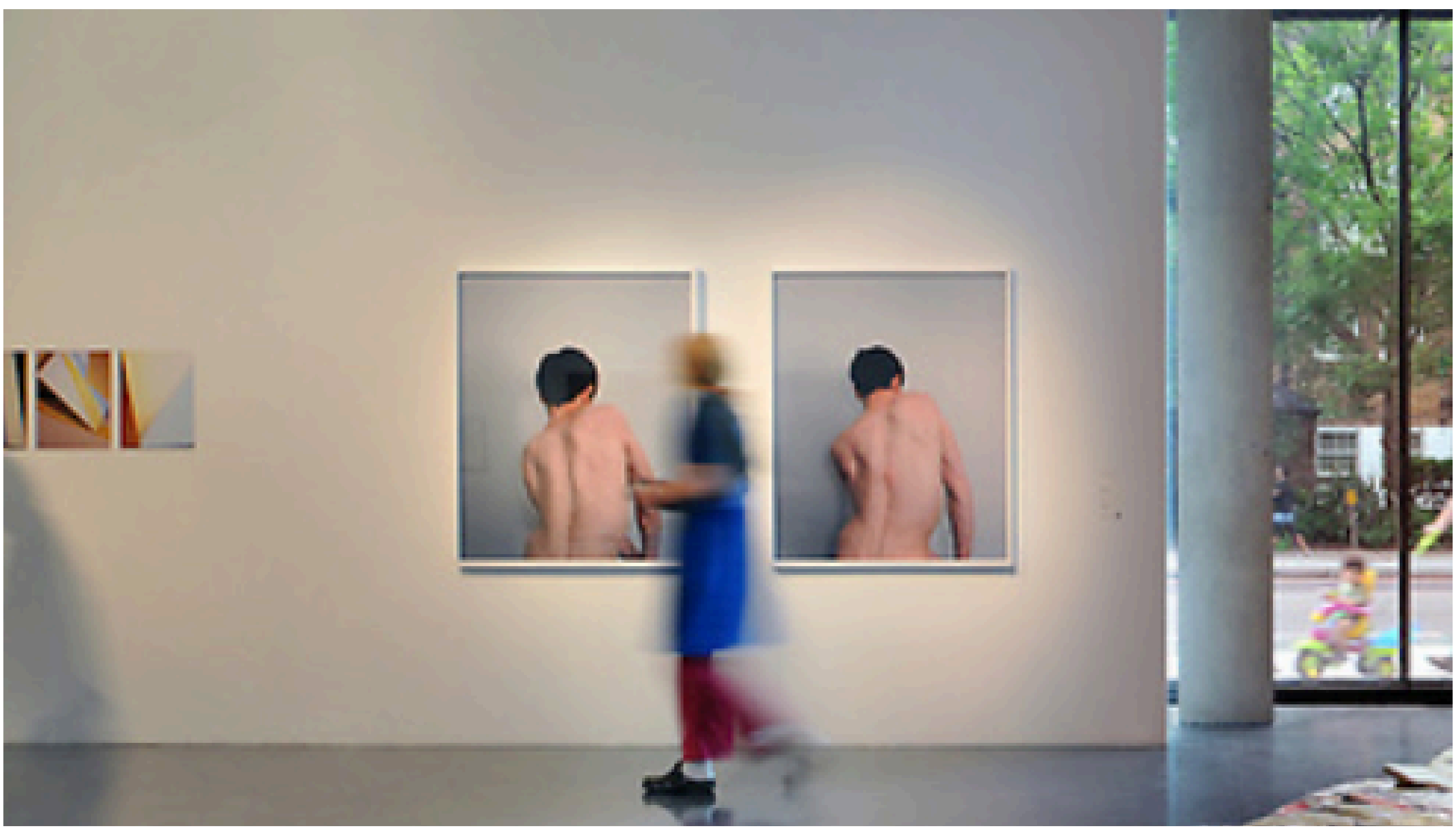


Photo: Philip Vale

Pension

The Royal College of Art is a member of the Superannuation Arrangements of the University of London (SAUL) which is a contributory defined benefit pension scheme. The college will contribute a sum equal to 16% of your salary while you pay 6%.

Holiday

30 days paid leave a year plus bank and public holidays normally observed in England and Wales. In addition, the college is normally closed for six days a year, one day on either side of Easter and the remainder between Christmas and New Year. Part-time staff will be entitled to the pro rata equivalent.

Season ticket loans

Interest-free loans are available for staff to purchase annual season tickets.

Enhanced maternity and adoption pay

Qualifying employees are entitled to enhanced maternity/adoption pay: 26 weeks' full pay, 13 weeks Statutory Maternity/Adoption Pay. This compares to the statutory provision of 90% of average pay for 6 weeks followed by Statutory Maternity/Adoption Pay for 33 weeks.

Enhanced paternity pay

Qualifying employees are entitled to six weeks' paternity leave entitlement at full pay.

Enhanced sick pay

Occupational sick pay after three months' service is three months full pay/three months half pay.

24/7 confidential support

Staff and family members in their household have access to a free, external confidential support service for work, financial, legal, family and personal problems 24 hours a day, 365 days a year.

Occupational health

Occupational Health support for the College is provided by Imperial College's occupational health service at their South Kensington Campus.

Life Cover

Active members of the SAUL pension scheme automatically receive life cover. A lump sum of four times your salary together with a refund of your contributions and a 2/3 pension for your dependent/spouse is payable should you die whilst in employment.

Library

All staff are welcome to join the college library.

Events

All staff are welcome to attend exhibitions, lectures and private views held by academic schools and programmes.

Equality, diversity and inclusion - Disability and neurodiversity

Disability Confident

RCA is a Disability Confident Committed employer. You may recognise the logo from our job adverts.

Disability Confident is a government scheme designed to encourage employers to recruit, retain, and develop disabled people. RCA was originally awarded the Disability Confident certificate in October 2022, which broadens and deepens our existing commitment as an employer.

As a Disability Confident Committed employer, we commit to the below core activities:

- ensure our recruitment process is inclusive and accessible
- communicating and promoting vacancies
- offering an interview to disabled people who meet the minimum criteria for the job
- anticipating and providing reasonable adjustments as required
- supporting any existing employee who acquires a disability or long-term health condition, enabling them to stay in work
- at least one activity that will make a difference for disabled people

12 YEARS as the world's
N°1 University for Art & Design

QS World University Rankings by Subject 2015–26

Together, the RCA community can generate change now for a sustainable future everywhere.