



LONGBOROUGH
— FESTIVAL OPERA —

Finance Manager Job Description

Role: Finance Manager

Reporting to: Executive Director

Contract: Part-time, 2-3 days/week.

Location: Longborough, Moreton in Marsh, Gloucestershire (currently WFH)

Salary: £40,000 (FTE), according to experience

About Longborough Festival Opera

Longborough Festival Opera is a hidden gem of the Cotswolds: an intimate, 500-seat purpose-built opera house, set overlooking the spectacular views of the Evenlode valley, that every summer hosts an opera season that has gained an international reputation. Over more than twenty years Longborough has gone from strength to strength, and now welcomes audiences from far and wide.

Each year the brightest stars of the UK opera scene join talented designers, directors and conductors for productions created especially for the festival. Longborough's Wagner programme explores an innovative approach, offering an experience which cannot be had anywhere else in the world. Longborough has long been known for showcasing upcoming Wagnerian singers, the 500-seat theatre well suited due to its small scale and sympathetic acoustics.

In 2013 Longborough became the first privately-owned opera house to produce three complete performances of Wagner's epic *Ring* cycle: the most ambitious artistic work that any opera house can undertake. This success was a landmark for the charity, creating a new momentum and confidence to create large-scale productions on minimal budgets.

And we are continuing on that journey – we are planning another new *Ring* cycle for 2024. We began with *Das Rheingold* in 2019, and continue with *Die Walküre* in 2021. The acclaimed opera director Polly Graham, daughter of Longborough founders Martin & Lizzie, joined in 2018 as Artistic Director. Longborough is at an exciting time of development with many aspirations and plans.

Job Description

Longborough Festival Opera is seeking a part-time Finance Manager to join the team, working closely with the Artistic Director, Executive Director and Board of Trustees to ensure highly effective financial management and controls for the charity. This is a new position, and we are looking for someone with a keen interest in our values who wants an active role in helping us achieve our aspirations.

Key Responsibilities

The Finance Manager will be responsible for:

Finance: Budget control, Financial Reporting & Modelling, Audit oversight, Governance, ensuring robust and effective financials systems and processes, Taxation, and commercial / contracts oversight.

Other: company secretarial, compliance, support with fundraising and other administrative tasks.

Finance

- Lead the development and monitoring of effective budget controls for the Theatre supporting the Executive Director and other members of the team in effective budgeting, as well as financial and business planning.
- Monitor and enhance systems for: recording income and expenditure; payroll, including pensions; purchase and sales ledger, adapting where required to meet on-going business needs.
- Lead on all areas of finance, utilising professional and technical skills, knowledge and expertise to provide advice and education to others.
- Ensure the effective preparation of the financial statements each year and lead engagement with external auditors.
- Ensure compliance with relevant regulations in relation to finances, e.g. HM Revenue and Customs, compliance with the Charity SORP.
- Attend Finance & Audit Committee and Board meetings.
- Deliver timely management accounts and cash flows to budget holders across the organisation.
- Ensure all staff understand financial practices and procedures as relevant to their role.
- Provide management accounts and budget forecasts with commentary for Board and Senior Management.
- At busy times of the year, work alongside our 1 day/week bookkeeper to process invoices and payments to ensure timely payments.

Taxation

- Responsible for the charity's tax and VAT compliance, including preparation of the Theatre Tax Claim submission, overseeing Gift Aid returns.
- Maximise recovery of Theatre Tax Relief (TTR).
- Obtain and implement best VAT, income and corporation tax advice to protect Longborough's current and future operation.
- Preparation and submission of VAT returns and VAT liability.

Compliance

- Take on the role of Company Secretary, advising Trustees on their governance responsibilities in line with the Articles of Association and compliance with legal and regulatory requirements.
- Ensure that all statutory, accounting and regulatory requirements related to Finance and governance are met including HMRC, Charity Commission, Arts Council England and Companies House.

ICT

- Actively review, identify and develop the Finance ICT provision to enable best practice, and efficiency.

Other Duties

The post-holder will play an active role within the organisation and undertake other duties as required, including:

- Support to fundraising activities: including developing budgets for public and trust funding applications, and administration of any restricted funds.
- Support to artistic administration: including oversight of artist contract development, and contractual negotiations.
- To carry out any other tasks that may be required from time to time in accordance with the post holder's capabilities and the changing working environment.

Person Specification

Essential

- Proven experience of taking responsibility for the daily financial running of an organisation with a turnover of at least £750k
- Knowledge and experience of charity accounting requirements and standards
- Recognised accountancy qualification
- Proven financial skills in managing significant budgets
- A keen eye for detail and transparent reporting systems
- Self-motivated and thrives in a small team
- Experience of supporting and developing the financial skills of senior managers
- Strong IT skills
- Proven experience in improving/modernising financial systems and processes
- Excellent verbal and written communication skills
- Excellent organisational and time-management skills
- Good working knowledge of company and charitable law and best practice
- Interest in and commitment to making theatre accessible to all community sectors
- A keen interest in live performance and the arts

Desirable

- Experience of working in an arts organisation or charity
- Knowledge of the arts funding environment
- Knowledge of HR regulations and employment law
- Company secretarial experience
- Experience of Theatre Tax Relief and submission requirements
- Experience in contract development and negotiations

Additional information

Benefits:

- 20 days + Bank holidays (FTE) + 3-day Christmas Closure
- 3% Pension contribution subject to employee contribution of 5%
- Flexible working
- Discounted tickets

We want our workforce to be representative of all sections of society and actively welcome candidates currently underrepresented in the arts. Our offices are not currently wheelchair accessible, but please speak to us if this is a barrier. The role and hours can be flexible, fitting around other life commitments.

To apply

Please electronically submit your CV and a covering letter to
Jennifer Smith, Executive Director: jen@lfo.org.uk

In the covering letter, please explain your interest in the role and how your skills and experience are suitable for the position, making particular reference to the person specification.

Please include your current salary, notice period and the details of two references in the submitted information.

When you submit your application, please complete our anonymised equality monitoring form:
<https://forms.gle/YopLvcFaejot2KdT7>

For any questions or to arrange an informal chat about the role/organisation, please contact Jennifer Smith: jen@lfo.org.uk

Application Deadline: 5pm, Tuesday 6 April 2021

First interviews: Wednesday 14 and Thursday 15 April 2021

Second interviews: Tuesday 20 April 2021

Note: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.