

ENGLISH
TOURING
OPERA Opera
that
moves



Katie Coventry as Orsini in *Lucrezia Borgja* (2023), Director: Eloise Lally, Designer: Adam Wiltshire
Image credit: Richard Hubert Smith

Finance Officer
Recruitment pack

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About English Touring Opera

ETO is an Olivier Award-winning opera company with a mission to bring world-class opera to local communities across England. Since 1979, ETO has toured outstanding live productions and impactful education and community projects to more towns and cities than any other UK opera company, reaching over 30,000 people per year. As an Arts Council England National Portfolio Organisation, we tour exceptional and ambitious theatre-based productions across the country, performing rare, unjustly underperformed repertoire that is neglected by the rest of the sector. With an average ticket price of £26.81, we are committed to breaking down financial barriers to opera and challenging the perception that the artform is elitist. It is an exciting time for ETO, as we establish ourselves in our new base of operations in Sheffield as part of the ACE Transfer Programme.

ETO creates award-winning educational opera experiences as part of our Learning & Participation (L&P) Programme. We tour participatory opera across the country for infants, children, families, and Learning Disabled young people and we deliver creative workshops for young people in secondary schools and Alternative Provision settings. Through our multifaceted approach, we work carefully with participants to deliver activities that reflect their backgrounds, interests, and needs, alongside important issues such as climate change and mental health.

About the role

ETO are seeking a Finance Officer to join our busy, friendly team. The role works closely with the Executive Director and alongside the Administrative Assistant, supporting the finance function for the whole organisation. This is an ideal job for anyone wanting to work in an exciting and well-established cultural organisation. Knowledge of opera and theatre is not essential, but an interest in the arts, and curiosity to learn more, would be beneficial. We welcome applications from people who have worked outside the cultural sector as well as those from within. We actively encourage applications from disabled people, working class people and people from global majority backgrounds, as these groups are currently under-represented in the cultural sector.

We are looking for an experienced bookkeeper or part-qualified accountant, an organised person with excellent bookkeeping and Excel/spreadsheet skills, an attention to detail and accuracy with numbers, as well as an ability to work well to tight deadlines. You will be able to explain financial information clearly to non-finance colleagues and handle confidential information responsibly. You will have a methodical and organised approach.

The Finance Officer will work full-time from our Sheffield office (address below). Some hybrid working (combining office- and home-based working) can be considered if desired, with the expectation that at least 60% of the work will take place in the office.

The role offers a competitive salary which will range between £26,000 - £28,500 depending on experience.

Job title	Finance Officer
Line manager	Executive Director
Key relationships	Executive Director Administrative Assistant Associate Producer Development Team
Start date	April - June 2026
Salary	£26,000 - £28,500 depending on experience
Contract	Permanent, full-time position. The normal working week includes seven paid hours a day, five days per week (a one-hour lunch break each day is unpaid), Monday to Friday. Normal office hours are starting between 9am and 10am and finishing between 5pm and 6pm Mon-Fri. Some evening and weekend work will be required.
Holiday	20 days per annum, pro rata, plus Bank Holidays; rising to 25 days p.a. after two years' service.
Pension	Employees are automatically enrolled into ETO's pension scheme (managed by Royal London), to which ETO will contribute 4% and the employee will contribute 3.2% of salary, starting with the first salary payment. (Contribution rates and other terms and conditions of the scheme may change. Employees have the right to opt out of the scheme.)
Location	The Finance Officer will work full-time from our Sheffield office (address below). Some hybrid working (combining office- and home-based working) can be considered if desired, with the expectation that at least 60% of the work will take place in the office. Office address: English Touring Opera The Workstation 15 Paternoster Row Sheffield S1 2BX
Probation	There will be a six-month probation period, during which time one month notice will be required by either party.
Deadline	10:00am on Thursday 2 April 2026. Interviews will take place in the week commencing 13 April.

How to apply

Please email your CV (maximum two pages) and a separate document (maximum two pages) that answers the following five questions to admin@etopera.org.uk. Please use the following five questions as headings:

1. Describe your experience of bookkeeping and financial administration, detailing financial processes you have been responsible for.
2. What accounting software or finance systems have you used and are you confident with complicated spreadsheets on excel?
3. This role involves a high degree of accuracy and organisation. How do you organise your work to ensure everything is completed accurately and on time?
4. In arts organisations colleagues often submit expenses, invoices or other financial information. How would you ensure correct procedures are followed while maintaining a positive relationship?
5. Why are you interested in working for ETO and what appeals to you about working in the arts sector?

Applications without answers to the above five questions or equal opportunities monitoring form will not be assessed. Please quote Finance Officer in the subject line. If you have any questions about the role, please email jane.bedwell@etopera.org.uk

Please also fill in the [Equal Opportunities Monitoring Form](#), which will be anonymised, stored separately from your application, and will not be considered as part of it.

Duties and Responsibilities

Day-to-day

- Manage the Company's bookkeeping work, including managing all financial records on Xero and ensuring all income/expenditure is allocated to the correct Nominal Codes and Tax Codes
- Manage weekly payments of suppliers
- Monitor all bank accounts for unusual activity and flag with the Head of Finance if appropriate
- Check with other platforms such as Stripe, CAF and Donorfy to make sure all transactions are on Xero
- Manage input and reconciliation of Pleo accounts and posting to Xero
- Manage input and Reconciliation of company credit card statements and posting to Xero
- Manage chasing of outstanding liabilities/ unpaid suppliers
- Ensure all relevant documentation added on to Xero.

Monthly

- Manage and complete reconciliations for bank accounts, credit and Pleo accounts, supplier payments, CRM (together with development officer) and Gift aid;
- Update all balance sheet spreadsheets (Accrued income, deferred income, prepayments, accrued expenditure and Fixed assets) and reconcile to Xero.
- Manage accounts payable balances and accounts receivable balances at month end;
- Support the month-end close process by analysing transactions, preparing and posting journals, accruals and prepayments, and completing reconciliations of key accounts in preparation for Monthly management accounts.

Six-monthly / Annually	<ul style="list-style-type: none"> • Assist Head of Finance with annual budgeting; • Assist the Head of Finance with budget re-forecasts for departmental, core and project budgets, liaising with budget holders and flagging variances with the Head of Finance. • Support Budget Holders by providing financial support, answering queries.
Tour-related	<ul style="list-style-type: none"> • Oversee freelance pay (Singers, Orchestra, Production team), including inputting all relevant information into Internet Banking system, ensuring timely distribution of pay advices, processing advances, managing Withholding Tax procedures, and handling related queries from time to time • Oversee the provision of floats/petty cash/ uploads to Pleo to Props Supervisors, Costume Supervisors, Education production designers, Stage Management, etc. and reconciling with receipts
Annually	<ul style="list-style-type: none"> • Prepare and post Financial Year End prepayments and accruals, deferred and accrued income. • Assist with the completion of Payroll Year End. • Assist with the Annual Accounts by gathering information, preparing schedules for the Annual Accounts and attending all Audit Meetings with the Head of Finance
Occasionally	<ul style="list-style-type: none"> • Provide actual spend updates to department heads (e.g. Production and Marketing) • Work with the Head of Finance to develop and maintain financial systems and procedures.
Contracts administration and general management	<ul style="list-style-type: none"> • Raise invoices on time and ensure payment, review settlements and raise final invoices. • Respond to queries from ETO staff; • Undertake any other tasks as may be appropriate to the role as required by the executive, including assisting with ACE applications/ and review of policies, insurance, IT arrangements and other facilities generally
General	<ul style="list-style-type: none"> • Acting as a primary contact for financial accounting queries from internal teams, suppliers and external stakeholders. • First point of contact between ETO and outsourced IT providers together with administrative assistant • Maintaining clear, accurate financial records and supporting documentation in line with company policies and accounting standards • Maintaining the integrity of the accounting system and nominal ledger, ensuring correct use of chart of accounts codes and keeping the financial system up to date. • Supporting a collaborative and professional working environment and contributing to the smooth running of the organisation. • Building effective working relationships with colleagues across departments including Production, Marketing, Learning & Participation and Touring teams • Attend quarterly Finance committee meetings to take minutes. Write up formal meeting notes following meeting.

Person specification

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|------------------|---|
| Essential | <ul style="list-style-type: none">• Good working knowledge of bookkeeping• Good working knowledge of Xero software• Good working knowledge of Microsoft word and excel• Good working knowledge of payroll• Good working knowledge of CRM (Customer Relationship Manager) systems |
| Desirable | <ul style="list-style-type: none">• Strong organisational skill and ability to balance workload• Excellent writing and verbal communication skills• Strong attention to detail• Ability to work independently as part of a team• A passion for opera, arts education and the wider arts |

Team competencies, expected of all ETO staff

- | | |
|---|--|
| Efficiency | <ul style="list-style-type: none">• Using time and resources well |
| Innovation | <ul style="list-style-type: none">• Keeping an open mind• Identifying opportunities to try new ideas• Problem solving – identifying problems, analysing their causes and proposing clear plans to resolve them |
| Articulacy | <ul style="list-style-type: none">• Reporting information accurately, in an appropriate level of detail, at the right time• Choosing appropriate mode, tone and register for each context |
| Cultivating external relationships | <ul style="list-style-type: none">• Contributing to effective communication and enriching relationships with external partners and contacts |
| Cultivating internal relationships | <ul style="list-style-type: none">• Contributing to honest, effective communication and mutual support within the team• Sharing challenges and celebrating achievements• Owning mistakes |
| Resilience | <ul style="list-style-type: none">• Responding to challenges constructively• Working well under pressure• Adapting to new circumstances |
| Numeracy | <ul style="list-style-type: none">• Managing financial and/or statistical information accurately and efficiently• Being able to identify anomalies or inconsistencies quickly and correct or adjust as necessary |

General Data Protection Regulation

You may be familiar with the EU General Data Protection Regulation (GDPR) which came into effect in May 2018. The data you provide as part of your application will be held securely – in accordance with GDPR - and accessible only to those involved in the recruitment process. It will not be used for any other purpose. Once the recruitment process is over, should you be unsuccessful your data will be stored for a maximum of 12 months, then destroyed. If you are appointed, your application form will be retained and form the basis of your personnel record. By applying, you give your consent to your data being stored and processed in this way. If you complete an Equal Opportunities Monitoring form and include it with your application, you consent to the information you provide in it being stored anonymously and processed exclusively for the purposes of Equal Opportunities monitoring. ETO's full privacy notice can be found on its website.