



LONGBOROUGH
— FESTIVAL OPERA —

Head of Finance Job Description

Role: Head of Finance

Reporting to: Executive Director

Responsible for: Finance and Administration Assistant

Contract: Employed: Full- or Part-Time (4 days a week). Negotiable.

Location: Hybrid working. Offices in Longborough, Moreton-in-Marsh, Gloucestershire.

Salary: £45,000-£50,000, 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, overlooking the spectacular views of the Evenlode valley. Every summer we present a festival that has an ever-growing local, national and international reputation for audacity and ambition, as well as critical acclaim. In 2024 we are producing Wagner's epic Ring Cycle, heralding an exciting time of development and broadening ambition as we approach our 30th anniversary of opera on this site in 2027.

Our work inspires a year-round programme of community education and participation activities including in school music making, the Longborough Youth Chorus, the Longborough Community Chorus and interactive, re-imagined versions of the classics, presented in schools and in the community.

Founded by Martin & Lizzie Graham, the family spirit continues at Longborough, with daughter and acclaimed director Polly Graham, who joined in 2018 as Artistic Director. In 2024 Emily Gottlieb joined as Executive Director, bringing a wealth of experience from her time at the National Opera Studio and Royal Opera House. Following our second Ring cycle in just over a decade, Longborough is at an exciting time of development with many strategic aspirations and plans.

Job Description

Longborough Festival Opera is seeking a hands-on, proactive individual to join the team as Head of Finance working closely with the Executive Director to deliver our strategic objectives. You will ensure highly effective financial management and controls for the charity and support non-finance managers with budget management. You will be a strategic thinker and efficient planner, a detail-orientated person who enjoys working as a core part of a small team and is self-motivated when working remotely. We are looking for someone with a keen interest in our values who wants an active and responsible role in a friendly and ambitious organisation, and who will thrive in helping us succeed in achieving our aspirations.

Key Responsibilities

The Head of Finance will be responsible for:

Finance: Preparation of annual budgets, financial reporting & modelling. Be the lead for the year-end and audit process. Preparation and monitoring of cash-flow. Ensure robust and effective financial systems and processes. Taxation calculations and compliance. Manage the monthly payroll, pension and HMRC submissions

HR: Managing the HR processes and record keeping

Other: Line manage the Finance & Administration Assistant, company secretarial duties, support with fundraising and other administrative tasks. Working closely with the Box Office team to ensure all income is recorded and reconciled to finance systems

Finance

- Lead the development and monitoring of effective budget controls and forecasting for the organisation, supporting the Executive Director and other members of the team
- Cash flow management and investment of surplus funds to maximise returns.
- Monitor and enhance systems for: recording income and expenditure; payroll & pension, 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 the engagement with external auditors.
- Manage relationships with banks, insurers and other external stakeholders.
- 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 and prepare the minutes.
- Deliver timely management accounts to budget holders across the organisation.
- Run monthly and seasonal payroll and manage the pension scheme
- Ensure all staff understand financial practices and procedures as relevant to their role.
- Present management accounts, budgets & forecasts with commentary to the Board.
- Reconciliation of income accounts.
- Process supplier invoices and payments.
- Manage and develop the Finance & Administration Assistant.

HR

- Oversee and coordinate all general HR administration and policies, including contracts, offer letters, right to work documents
- Update contracts, policies and handbooks to ensure best practice
- Manage staff holidays and absences

Taxation

- Calculate and maximise recovery of Theatre Tax Relief (TTR).
- Preparation and submission of VAT returns and VAT liability.
- Gift Aid claims.
- Obtain and implement best VAT, income and corporation tax advice to protect Longborough's current and future operation.

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 and Companies House.

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 £1m
- Experience working in a charity or an arts organisation.
- Knowledge and experience of charity SORP
- Recognised accountancy qualification
- Proven financial skills in managing significant budgets
- A keen eye for detail and transparent reporting systems
- High degree of integrity and accountability
- Self-motivated and thrives in a small team
- Experience of supporting and developing the financial skills of senior managers
- Strong IT skills, good knowledge of excel, Sage and CRM systems
- 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

- Knowledge of HR regulations and employment law
- Experience of complex VAT situations
- Working knowledge of Gift Aid processes
- Company secretarial experience
- Experience of Theatre Tax Relief and submission requirements
- Experience in contract development and negotiations

Additional information

Benefits:

- 25 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

Emily Gottlieb, Executive Director: emily@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/bdJ1xmrcNVnZ2Yv2A>

For any questions or to arrange an informal chat about the role/organisation, please contact Emily Gottlieb: emily@lfo.org.uk

Application Deadline: 5pm, Monday 10 June 2024

First interviews: Monday 17 and Tuesday 18 June 2024

Second interviews: Monday 24 June 2024

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