

opera
north

Head of Finance



Opera North's purpose is to create extraordinary experiences every day, using music and opera to entertain, engage, challenge and inspire.

Our people

Working at Opera North you will be part of a company and group of people committed to fulfilling this purpose. Whatever role you take we will provide you with an induction plan that introduces you to your job and the team you'll be working in, as well as giving you the opportunity to meet colleagues across the company. Our success in delivering against our purpose will be built on the commitment, skills, diversity and well-being of the people who work at Opera North, and we will invest in training to develop our people both professionally and personally, because we believe this strengthens not only our company, but also the wider creative sector.



**Our communities and
audiences are part of us
and we are part of them.**



Our award-winning work tours to theatre stages and concert halls throughout the North and beyond.



Who we are

Based in Leeds, rooted in the North of England and international in outlook, our award-winning work tours to theatre stages and concert halls throughout the North and beyond, including to London and major international festivals. Alongside touring opera, in Leeds we curate an eclectic artistic programme of gigs, concerts, spoken word and film in the Howard Assembly Room. We aim to make work that is bold, innovative and ambitious, always looking for new ways to share and create with audiences.

Music for everyone

Opera North believes opera and music is for everyone, and champions diversity in artists, repertoire and audiences. Through our Learning & Engagement team, the Company connects with communities and inspires each generation, aiming to enhance the health and well being of people in the cities, towns and villages where we work through arts participation and performance.

Howard Opera Centre and the HAR

In 2021 we moved into the Howard Opera Centre. It is a world class rehearsal facility for our orchestra, chorus and all the artists we work with, sharing the same building as our new education studio where everyone is welcome to learn about and make music. We have also created a modern flexible working environment for our staff and given our venue, the Howard Assembly Room, a new lease of life with a dedicated entrance and public spaces, together with restaurant and bar in the heart of Leeds.

Leeds as a capital of culture

Leeds is the only city in England outside of London to have a resident full time opera company, ballet and repertoire theatre as part of a diverse, collaborative and thriving cultural scene. That rich offer has been complemented by a growing tech sector. Surrounded by the stunning Yorkshire countryside including the Dales, Moors and North Sea coastline, Leeds is a fantastic place to live and work.

Purpose of the role

- To lead the day to day financial transactions, financial reporting and control.
- To ensure the timely, efficient, compliant and effective administration and control of the charity's accounting.

Reports to

Director of Finance & Operations

Key accountabilities

- Leading the day to day financial operations of Opera North and its affiliated organisations; Opera North Trading Limited, Future Fund and Friends of Opera North.
- Reviewing supplier, freelancer and weekly payroll payment runs ensuring timely payments are made, and lending support to monthly payroll processes.
- Reviewing and/or undertaking regular balance sheet reconciliations including debtors, creditors, prepayments, accruals, deferred and accrued income.
- Preparing and reviewing accounting journal entries
- Providing monthly management accounts and supporting papers on a timely basis for Opera North and Opera North Trading Limited for review by the Director of Finance & Operations
- Ensuring cashflow is monitored and cashflow statements updated.
- Preparing year-end accounts and audit papers (working with the Director of Finance & Operations)
- Submission of quarterly VAT returns and ongoing VAT compliance
- Submission of annual Gift aid claims
- Preparing, reviewing and sharing department expenditure against budgets
- Development of finance and reporting systems to aid the needs of the organisation



- Line management of the Finance Officers and Finance Assistant ensuring supporting the continuous professional development of the finance team.
- Working with the Director of Finance & Operations to ensure timely and accurate compliance with all necessary financial reporting requirements of external stakeholders and governing bodies (e.g. Arts Council England, Charity Commission, Office of National Statistics)
- Working with the Director of Finance & Operations to help inform budgets.
- Liasing with other departments and supporting the development of the financial skills and awareness of finance system users and budget holders.
- Maintaining awareness of forthcoming changes in accounting and tax regulations and ensuring continued personal CPD

Qualifications:

- Full Professional Accounting Qualification ie ACA, ACCA, CIMA - Essential

Experience / skills required:

- At least two years' experience post qualification, either in an accountancy practice or in industry - Essential
- Knowledge of Charity accounting regulations - Desirable
- Experience of working on arts-based finance accounts - Desirable

Functional/ leadership competencies:

- Good knowledge of VAT
- Strong Excel skills
- At ease with new / different accounting software
- Good at communicating financial information to those with a range of knowledge.
- Ability and willingness to review and improve internal systems.





The Flying Dutchman 2025: James Glossop

Terms and conditions

Contract type: Full-time, permanent

Salary: circa £50,000 per annum

Hours of work: 35 hours, Monday to Friday

Holiday entitlement: 33 days inclusive of 8 statutory holidays, per annum

Pension: Opera North will automatically enrol you into the company pension scheme upon appointment and after 3 months' service will contribute equivalent to 5.5% of your basic pay, should you meet the current legislative criteria. You will be required to make a personal contribution of 2.5% of your basic pay. We reserve the right to make future changes to our pension arrangements.

Equity, diversity and inclusion

We promote equity, diversity and inclusion in our workplace and make recruitment decisions by matching our needs with the skills and experience of the candidate. As we work to address underrepresentation in our workforce, we are particularly keen to hear from applicants from the global majority or those with other protected characteristics.

The successful candidate must have the right to work in the UK or be ready to obtain it.

General responsibilities of everyone who works for us:

- Represent the company values and purpose to create extraordinary experiences everyday
- Work collaboratively and co-operatively with all team members and take an active part in team meetings and discussions
- Be an ambassador for Opera North and follow our policies and procedures
- Play your part in ensuring that everyone who comes through our door is welcomed and treated with respect

How to apply

To apply for this role, please send a CV and covering letter via the Hireful website.

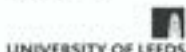
If you need any help completing your application including any adjustments to the application process please contact appointments@operanorth.co.uk to make us aware.

Good luck with your application and we look forward to hearing from you.



Supported and partially funded by
**ARTS COUNCIL
ENGLAND**

Principal Partner



Major Education Supporter



Funded by
UK Government



West Yorkshire
Combined
Authority
Tracy Brabin
Mayor of
West Yorkshire