

opera  
north

Director 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

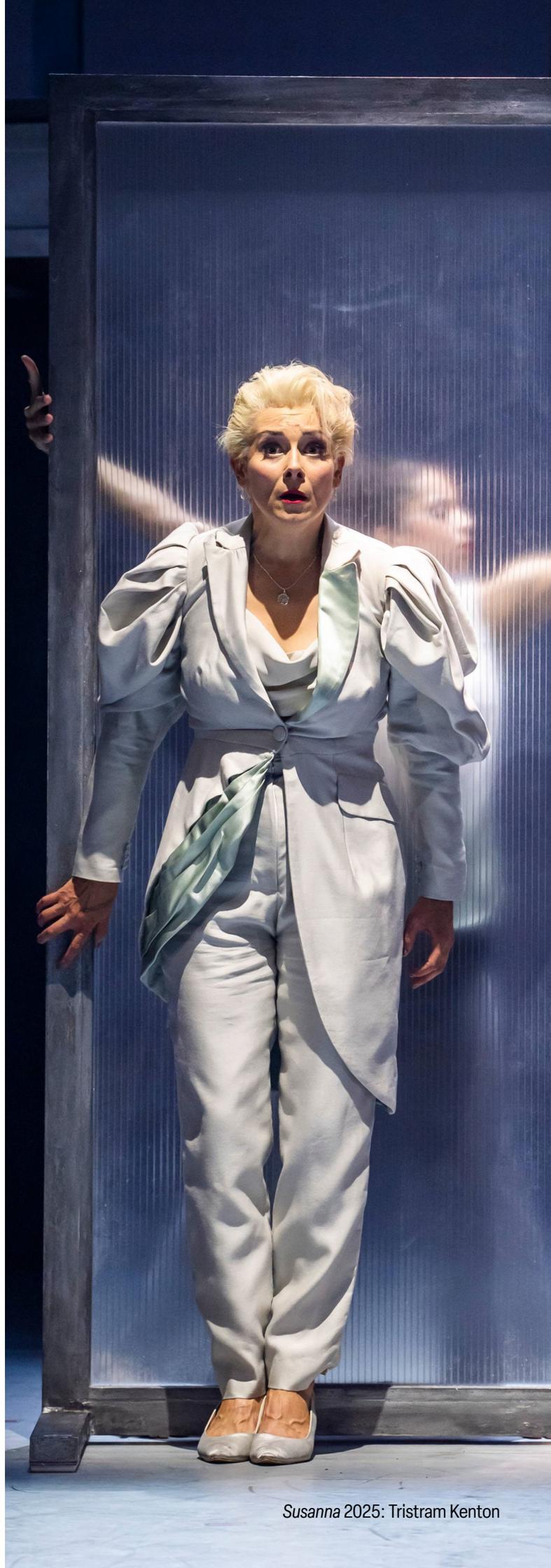
To lead a high-quality financial service to the General Director, Board of Trustees and Senior Leadership Team, providing strategic leadership on all matters relating to financial management and control, statutory reporting, audit and governance.

## Reports to

General Director

## Key accountabilities

- Leading the financial operations and governance framework of Opera North and its affiliated organisations; Opera North Trading Ltd, Opera North Future Fund and Friends of Opera North.
- Contributing to company strategy across all business areas and providing financial analysis and guidance on all activities, plans, targets and business drivers.
- Providing budgets and other financial modelling as required, providing robust challenges to planning processes where necessary.
- Producing information in areas such as capital expenditure, property management and management of reserves to enable the Board to assess proposals effectively.
- Taking a proactive approach to the planning, budgeting and calculation of tax relief opportunities.
- Supporting the development of the financial skills and awareness of all budget-holders in order to achieve continuous improvement in financial planning, forecasting and budget management at departmental level.
- Developing procedures and policies to support the company's financial performance.
- Providing regular management accounts, annual income and expenditure budgets, improving their effectiveness as managerial tools within each department.
- Liaising with providers of professional services including auditors, tax advisers, insurers, lawyers and pension providers.
- Ensuring timely and accurate compliance with all necessary financial requirements of external stakeholders and governing bodies (e.g. Arts Council England, Charity Commission, Companies House.)



- Leading, managing and supporting the continuous professional development of the finance team.
- Working closely with the People Team to ensure the efficient controls and operations of payroll and pension arrangements in line with legislative, policy and HMRC requirements.
- Maintaining awareness of forthcoming changes to leadership and governance legislation that may have an impact on the company's operations and communicating those changes to non-finance colleagues.
- Representing the company at in-house and external events, acting at all times as an ambassador for Opera North and promoting the company's profile and activities.

#### **Qualifications:**

- Full Professional Accounting Qualification ie ACA, ACCA, CIMA
- Professional members of recognised accountancy body

#### **Experience / skills required:**

- Substantial professional experience in a complex financial and regulatory environment
- Preparing and presenting management accounts, reports and data at board level
- Experience of liaising with auditors and other professional advisers
- Knowledge of relevant legislation affecting financial reporting and taxes
- Knowledge and experience in charity accounting
- Knowledge and experience in preparing creative tax reliefs
- Management of a payroll function
- Professional experience of the arts sector
- Good knowledge of VAT and Gift Aid
- Understanding of charity law and guidance

#### **Functional/ leadership competencies:**

- 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:** c£75,000 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

We are working exclusively with Lucy Rider at Broster Buchanan for this appointment. All applications for this role should be submitted directly via Broster Buchanan

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

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