

# ENGLISH TOURING OPERA

Opera that ***moves***

## HEAD OF FINANCE



### ETO HISTORY

For over 40 years, English Touring Opera (ETO) has held a unique place in the opera industry as the only mid-scale touring company offering regional venues, and thousands of audiences, outstanding live productions and impactful Learning and Participation projects, across a significant national footprint.

At the heart of our ethos is a commitment to touring ambitious programmes of high-quality, innovative, and unjustly-underperformed opera that engages and inspires audiences. We reach over 40,000 people every year through five mainstage productions of ambitious, high-quality, opera. Touring across the largest geographical reach of any UK company, from Truro to Perth, ETO serves over 20 towns and cities with severely limited access to other live performance.

ETO's award-winning Learning and Participation Programme annually engages over 12,000 children and adults nationwide through two specially commissioned operas for children and young people with special educational needs, a series of creative workshops for people with dementia and their carers, and more than 70 workshops for people of all abilities and ages.

ETO has earned a longstanding reputation for producing exceptional work. Recent awards include WhatsOnStage 'Best New Opera Production' (2017), Oliver Award 'Outstanding Achievement in Opera' (2014) and nominations at International Opera Awards (2019) and Young Audiences Music Awards (2020).



## **2021 PLANS & BEYOND**

2021 promises to be a characteristically ambitious year for ETO as we prepare for a great number of opportunities post-Covid. In spring 2021, ETO will launch a new season of digital work, filming a cross-century programme of dramatised song-cycles, motets and mono-operas for release on ETO's new, in-house digital platform. Works by Josquin des Prez, Machaut, Shostakovich and Elena Langer, will showcase ETO's distinctive artistic flavour: sharing new realisations of rare masterpieces, breathing dramatic life into early song and showcasing exceptional and challenging contemporary work, to audiences across the UK. Slated to lead filming is BAFTA-nominated Director, Tim van Someren, returning to ETO having filmed our autumn *Lyric Solitude* season, and extensive experience filming the National Theatre's *Frankenstein* and *War Horse*.

2021 marks a period of significant digital development. ETO will realise an ambitious new digital strategy built on hugely successful digital experiments piloted throughout 2020. Central to this is a new in-house, digital platform enabling audiences to stream our digital spring season directly at home, keeping music in our audiences', supporters' and stakeholders' lives. Having adapted much of our Learning and Participation Programme for digital delivery in 2020, this platform will also house a variety of bespoke digital learning resources, digital operas for children and infants and online workshops for children with Special Educational Needs and Disabilities, meaning ETO continue to deliver important music projects to the families, children and schools that we serve and increase access to our work nationwide.

In autumn 2021, ETO return to live performance, producing and touring a new production of Handel's *Amadigi di Gaula*. Handel's encyclopaedic exploration of human love, this intimate work will reignite audiences' close emotional connection with live theatre through its universal themes of youth, love and hope, needed now more than ever. As specialists of the mid-scale, *Amadigi* will showcase ETO at our most successful, championing ambitious, live lyric theatre and offering thousands their first experience of this rare production.

ETO's Learning and Participation also returns to live delivery through a new commission for children in Key Stage One (aged 4-7), *Back into the World*. Especially designed to respond to the impact the Covid-19 pandemic has had on children's mental health, wellbeing and happiness, *Back into the World* will bring interactive live opera, joy and creativity back into over 1,000 children's lives. ETO will tour this piece in a Covid-safe way to ten primary schools throughout the UK, and bring the most important topic affecting children to life in an accessible way.

ETO returns to a major season of live work in spring 2022, touring a new, ambitious production of Rimsky-Korsakov's political satire and captivating fairy-tale, *The Golden Cockerel*, the first new UK production in 22 years, alongside a revival of ETO's highly-acclaimed 2015 production of Puccini's, *La bohème*.

## **CONTEXT**

ETO is seeking an experienced theatre accountant to provide high level technical expertise and knowledge. ETO has an experienced Finance Manager who covers the financial accounting of the organisation, and a Producer who leads on budgeting and planning. This role is ideal for someone with a real enthusiasm for the performing arts who can work with these individuals and provide the specialist knowledge outlined in the job description below.



<b>Job Description</b>
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**Job Title:** Head of Finance

**Line Manager:** Producer

The main purpose of the post is to provide financial support to the Producer, and act as the financial specialist for ETO.

The role is part time averaging one to two days per week through the year, with the work pattern varying to meet the demands of differing periods in the financial calendar. We are seeking someone with a high level of ability who can employ their time effectively, working closely with the Producer and Finance Manager.

### **Key Financial Responsibilities**

#### **Statutory Accounting**

- Prepare the annual audit file, in conjunction with the Finance Manager.
- Manage the smooth completion of the annual statutory audit.
- Prepare the annual statutory accounts in accordance with the charity SORP.
- Liaise with other members of the senior management to produce the annual Trustees' Report.

## VAT and Tax

- Review and approve the quarterly VAT return, monthly HMRC return and year end HMRC return.
- Work to maximise VAT recovery in a partially exempt organisation.
- Prepare the Theatre Tax Relief Claim, and maximise recovery in conjunction with our tax advisers.
- Advise on any employee/freelance status matters.
- Ensure compliance with Foreign Entertainers Unit regulations.

## Financial Controls

- As part of a maximising the strength of the control environment and segregation of duties, alternate with the Producer to review and authorise the payroll and pay runs.

## Budgeting and Management Accounting

- Work closely with the Producer to produce the annual budget, liaising with other Heads of Departments as appropriate.
- Work closely with the Producer and Finance Manager to compile quarterly management accounts including notes, commentary and cash flow.

## External Reporting and Management

- Contribute to monitoring and reporting, including preparing all financial reports and data required by Arts Council England.
- Ensure compliance with Companies House and Charity Commission filings.
- Manage the relationship with bankers, pension advisers. insurance brokers and auditors.

## Other

- Review and advise on contracts entered into by ETO.
- Keep abreast of financial developments across the arts charity sector and help identify new funding opportunities for ETO.

## **Management Responsibilities**

- Contribute to the achievement of ETO's annual financial targets.
- Support and implement the artistic vision.
- Assist in the implementation, monitoring and evaluation of ETO's business plan.
- Contribute to strategic planning and programme development.
- Embrace ETO's policies including its commitment to equality, diversity and inclusion for staff and artists.
- Attend ETO productions and projects including press nights and fundraising events.
- Develop a wide network of contacts to increase awareness of ETO.

## Person Specification

### Essential Criteria

- CCAB Qualified Accountant.
- Minimum of 5 year's experience in a senior theatrical financial role.
- Proven ability to work effectively with creative individuals and enable creative excellence to flourish.
- Experience of working with Charitable Trust board members.
- Ability to work under pressure and prioritise time effectively to maximise value in a part time role.
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### Desirable Criteria

- Experience of SAGE accounting software.
- Experience of voluntary work as a Board member, or in another capacity, with a charity.

## Employment Details

<b>Salary:</b>	Negotiable, dependent on experience
<b>Permanent from:</b>	May 2021
<b>Probationary period:</b>	3 calendar months
<b>Notice period:</b>	1 month during the probationary period; 3 months thereafter
<b>Hours:</b>	ETO's normal working week includes 7 paid hours a day, 5 days per week (a 1 hour lunch break each day is unpaid), Monday to Friday. Normal office hours are 10am-6pm Mon-Fri, though earlier start/finish times will be considered. The role will average 1-2 days per week pro rata, and we will work with the candidate as appropriate to establish the most effective working pattern.
<b>Holiday entitlement:</b>	Holiday entitlement is 20 days p.a. pro rata (excluding public holidays) for first 2 years, thereafter 25 days p.a. (excluding public holidays).
<b>Location:</b>	The post is based in London on the Mountview site, 120 Peckham Hill Street London SE15 5JT.



## Application Process

### Application Documents

To apply, please use the online form below. You will be asked to upload your CV (no more than 2 A4 pages, ie 1 sheet, double sided) and a covering letter (also no more than 2 A4 pages, ie 1 sheet, double sided) outlining your interest in and suitability for the role. You will also be asked for two referees.

Please also fill in your availability for interview on Tuesday 4<sup>th</sup> May, as well as the equal opportunity details which will be stored separately from your application and will not be considered as part of it.

**Application form:** <https://tinyurl.com/yjcbaue5>

If you have any questions or difficulty using the online application form, please contact ETO's Producer Matthew Turbett ([matthew.turbett@englishtouringopera.org.uk](mailto:matthew.turbett@englishtouringopera.org.uk)). Please use the subject line: HEAD OF FINANCE APPLICATION

### Deadline

10am, Thursday 29th April 2021. (Applications sent after the deadline cannot be considered.)

### Interviews

Interviews will take place via Zoom ideally on Tuesday 4<sup>th</sup> May 2020. **Please indicate any constraints around your availability that week on the application form.**

*ETO is an Equal Opportunities employer and encourages applications from all backgrounds.*

### GENERAL DATA PROTECTION REGULATION 2018 (GDPR)

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 here: <http://englishtouringopera.org.uk/site/privacy-policy/>

