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| Job title: | Financial Accountant |
| Reports to: | Director of Operations |
| Location: | Sutton Manor Farm, Alresford, Hampshire, SO24 0AA with occasional visits required to the Theatre in Surrey |
| Hours: | Flexible, minimum 2 days per week rising to 3 days per week during busier periods |
| Salary: | Up to £45,000 pa, depending on experience, pro-rated for part time |

About Grange Park Opera

Only 23 miles from London by the Surrey Hills, Grange Park Opera is one of the major summer opera festivals in Europe. Founded in 1998 by Wasfi Kani OBE, the company has staged more than 75 operas.

Grange Park Opera has a current revenue turnover of £2-3m focussed on an annual opera season. There are approximately 10 staff in the Hampshire office and at present a single peak of activity between May-July when 300+ people are 'employed' on a freelance or employee basis. Pimlico opera (sister charity) has a much smaller peak of activity in February/March centred on an annual Prison show production.

Grange Park Opera has a board of Trustees who meet three times a year and is led by Founder-CEO, Wasfi Kani, with two directors: Helen Sennett, Director of Operations, and Bernard Davies, Executive Director. Both charities have the same external Company Secretary.

Role

The Financial Accountant role is the only role within the Finance function and, as such, is very hands-on with significant requirement for maintaining day-to-day record keeping and transaction posting. The role is also responsible for the oversight of the accounting and financial management of the charities, cash-flow management, and reporting on the financial performance. It is recognised that, in the peak Grange Park Opera period, it may be necessary to employ a clerical assistant to assist the role in day-to-day transaction processing.

Key tasks

- Statutory financial reporting for audit and accounts preparation, in line with Companies Act and Charity SORP regulations.
- Liaise with auditors and accountants over the preparation and audit or independent examination of the accounts of the charities and their subsidiaries.
- Prepare year end Audit Summaries for the Grange Park Opera Group and Pimlico Opera Group; ensure Sage is fully updated with any audit adjustments.

- Undertake monthly control account reconciliations; full Balance Sheet and Sage to Tessitura fund/ income reconciliations on a quarterly basis.
- Prepare quarterly Management Accounts for Grange Park Opera including all required accruals, prepayments, deferred income and accrued income.
- Run the monthly Sage Payroll for permanent employees and, in the opera season, for approximately 100 additional temporary staff paid weekly. Ensure compliance with all statutory and HMRC requirements.
- Prepare and submit the VAT returns on a quarterly/annual basis as required, submitting on time. All VAT nominal ledger accounts to be reconciled to the VAT Returns.

Financial system - Sage

- Maintain the financial records on the Sage database for the four entities, ensuring all financial accounting entries are complete, accurate and posted in a timely manner.
- Receive and process purchase invoices and ensure they are appropriately authorised in accordance with the financial procedures.
- Authorise and submit the weekly payment runs of supplier invoices due.
- Undertake weekly Sage bank reconciliation for the Grange Park Opera current account and at least once a month for all other bank accounts.
- On-site and event takings: facilitate cash and credit card payment, cash floats, nightly reconciliation of takings and depositing at the bank when needed.

Other duties

- Ensure the Direct Debit monthly set-up and collection files are submitted in a timely manner; liaise with IT on the required dates each month to achieve this.
- Prepare the Theatre Tax Relief (TTR) Agreements each year for signature; prepare the TTR schedules to support the TTR claims.
- Prepare and submit Gift Aid claims for both charities on a regular basis for contributions and annually for ticket-based donations.
- Manage relationships with relevant external service providers especially financial services e.g. Barclays Bank, American Express, Barclays Payment Solutions.
- Assist the Chief Executive Officer with preparation of Cash Flow data for presentation to the Grange Park Opera Board.
- Undertake ad hoc financial analysis or data gathering as required with focus on speed and accuracy.
- Ensure financial controls are in place and are adhered to.

General

- To be committed to the work of Grange Park & Pimlico Opera and to promote team working.
- To work in accordance with the organisation's policies and procedures.
- Such other appropriate duties as may be required from the organisation from time to time.

Person specification

- Qualified Accountant with at least 10 years PQE.
- Hands-on mentality, focussed on accurate and timely processing of data.
- IT literate with an emphasis on financial systems, SAGE and Excel.
- Highly organised with excellent attention to detail.
- Good verbal, written and inter-personal skills.
- Self-motivated and disciplined with an interest in the Performing Arts.