



Opera Holland Park

Job Application Pack





We are Opera Holland Park

We are an urban company in a leafy, airy setting. Every summer we build a theatre and perform to audiences from the Royal Borough of Kensington and Chelsea and beyond.

We identify and nurture emerging talent through our Young Artists scheme, and welcome singers, conductors, directors and designers back as their careers take flight.

We are an independent charity. Throughout the year, we serve the community in care homes, hospices, shelters and schools. We build the audiences of the future and take music to those for whom a traditional theatre setting is inaccessible.

We work in a four hundred year old multimedia live art form and tell stories through the expressivity and emotional honesty of the unamplified human voice. Our work covers a multitude of genres, time-periods and places. We take our audiences with us, introducing them to rarities and celebrating well-loved classics together.

Cover image: Natalya Romaniw in Opera Holland Park's International Opera Award-nominated production of Tchaikovsky's *Iolanta* © Robert Workman, 2019



Our Mission and Values

Our mission is to share the cultural, wellbeing and social benefits of opera with our local community in Kensington & Chelsea and beyond. We do this by:

- Staging affordable and accessible, high-quality opera productions at our open air theatre in the centre of Holland Park
- Working with our family of freelance performers and creatives to bring opera to those for whom traditional theatre productions are inaccessible
- Providing opportunities for emerging talent in the opera industry to develop their skills and gain experience in a supportive environment
- Using our platform as a respected arts organisation to dispel stereotypes and spread the message that opera is for everyone

As a company and a community, we work together to make sure everything we do embodies our values:

- Creativity – Whether we're producing our summer opera festival, building our theatre in the heart of Holland Park, or looking for ways to make opera accessible to new audiences, creativity is central to our work.
- Community – Opera Holland Park is not just a company but a community, made up of all the people who support us, work with us, see our



shows and take part in our events and workshops. Through our outreach and education work, we aim to welcome as many people as possible from the local community into the Opera Holland Park family.

- Integrity – We are a company with integrity. Every one of us believes wholeheartedly in the importance of each project we work on. When it comes to our productions, we strive to get to the heart of the stories that make opera such a compelling artform.
- Respect – As a company and a community, our respect for one another defines how we work together in the rehearsal room, offices, backstage and beyond. It also defines our relationship with the historic site where our theatre is based, and our approach to the environment and sustainability.
- Passion - What unites us as a community is our passion for opera, for the cultural, wellbeing and social benefits classical music can offer, and for showing that this profoundly human, 420-year-old artform is for everyone and is still relevant today.



Job Description

Job Title: Finance Assistant

Start date: As soon as possible

Department/Team: Finance

Reports to: Head of Finance

Contract type: Permanent

Location: Kensington/Earls Court, London

Probation period: Three months

Notice period: Two week during probationary period and six weeks thereafter

Hours: 9am to 5:30pm, with 1 hour paid lunch

Salary: £21,480 per annum

Holiday: 22 days plus 8 public holidays

Additional Benefits: Workplace Pension after qualifying period, Travel card loans, where applicable.

Purpose of job

Opera Holland Park is looking for an organised and motivated Finance Assistant to support the Head of Finance in the Charity's finance and administration functions.

Day in the life

The Finance Assistant supports the Head of Finance to ensure smooth running of the finance aspect of the Charity. They are a central member of the charity's administration team, and provide support to all departments with finance- or office-related queries.

Areas of responsibility

Attendance at meetings

- Attending internal meetings and occasionally minute-taking.

Sales ledger and income processing

- Checking invoices raised by other departments before sending out, inputting into Sage 50 and recording and processing incoming cheques.
- Producing regular debtor reports and issuing statements and emails to customers in respect of overdue debts, following up where necessary.

Purchase ledger and expense processing

- Reviewing and processing supplier invoices following their approval.
- Uploading invoices onto the accounting system.
- Making payment to suppliers by specified dates.
- Following up on supplier invoice discrepancies.



- Dealing with queries and disputes regarding invoices and payments.
- Processing company credit card and staff expenses forms.
- Upload BACS payments to the bank.
- Reconciling all supplier statements.
- Providing purchase ledger information and schedules for year-end audit.

Banking/Cash

- Responsibility for petty cash handling and float reconciliation.
- Checking daily banking via Membership package & MasterCard.
- Checking daily bank receipts and payments.

Database / systems

- Generate and create (where applicable) financial reports on a daily basis to enable HoF to post journals.
- Liaise with Spektrix to ensure reports are correct and amend where necessary.
- Liaise with Membership & Box Office teams to deal with queries arising with SagePay.

Office & Admin

- General administrative tasks such as daily post, stationery ordering etc.



- Dealing with departmental telephone queries.
- Collection of boxes/parcels from reception when applicable.
- Liaise with IT, printer, and stationery, telephone and property services where applicable.
- Provide support, cover, induction and training for other members of the Finance and Administration departments.

Other duties

- The Finance Assistant is also encouraged to have an involvement in the activities of the company, including attending events, workshops, and production previews where relevant.
- Attending the theatre site during the summer season to ensure programme sales and cashing thereof.
- Attending where applicable evening events set up by the company and working with the administration team to ensure smooth progress.
- Any other duties as agreed with the Head of Finance as is appropriate to the post.



Role expectations and accessibility

Opera Holland Park's productions run from May to early August ("season") at the Holland Park, Kensington.

During this time, suppliers will need to be paid every week on a Friday without fail. During off season, payment is restricted to twice a month.

From time to time you will be asked to assist the Visitor and Events Manager or the Production department with functions or events, help the membership team to ensure related income is logged into the database or liaise with external organisations to ensure smooth finance operation of the Charity.

Person Specification

Whilst no formal accountancy qualification is required for the role as full training will be provided on all systems and processes, experience of general administrative and finance tasks would be very helpful.

The role would suit an individual with good organisational skills and attention to detail.



Essential criteria

- At least 1-2 years' experience working in a general administration or finance role in a similar organisation
- Experience of using Sage 50 / or similar Accounting package
- Minimum 5 GCSEs, or equivalent including Maths and English
- A high level of computer literacy, mainly Excel and other MS Office;
- Numerate with attention to detail
- Excellent time management, prioritisation and organisational skills
- Ability to work as part of a team with strong interpersonal skills
- The ability to remain calm and composed under pressure
- The ability to apply diplomacy and tact when appropriate
- The ability to prioritise tasks and to be able to show initiative in dealing with day-to-day situations
- The ability to maintain in strictest confidence any information received concerning Company matters
- Good sense of humour



Desirable criteria

- Experience and interest in working in Theatre/Arts/Opera
- Ability to use Zahara, Purchase Order system
- Working Knowledge of ticketing system such as Spektrix, Tessitura etc
- Working knowledge of Foreign Entertainers Tax
- AAT qualification or knowledge of accounting principles

How to apply

To apply for this role, please:

1. Download the Application Form [here](#) (also available in large print [here](#))
2. Complete the anonymous Equal Opportunities Monitoring Survey [here](#).
3. Complete the Application Form, and email it as an attachment (either in Word or PDF format) to at pradip.rajah@operahollandpark.com. Please make sure you demonstrate how your skills and experience meet the person specification provided, particularly in the 'Personal Statement' section.



The deadline for receipt of completed applications is 6pm on 17 October 2021. Any application received after this date may not be included in the recruitment process.

Interviews will be held during the week commencing 20 October 2021.

We will be considering applications as they reach us, until 17 October 2021, so we encourage applicants to get their applications in early.

We will reply to all applicants with the outcome of their application within two weeks of the deadline. If you would like feedback on your application, please reply to the email informing you of the outcome of your application.

Equal Opportunities

Opera is for everyone. We commit to creating opera for all people, and working with all people to create opera. We believe it is essential to nurture new and diverse talent, onstage and off. The more diverse our workforce, the stronger our community and the better able we are to achieve these aims.

We are particularly keen to receive applications from people who experience racism, disabled people and LGBT people, as these groups are currently under-represented at Opera Holland Park.



Access

We are committed to making our recruitment process as accessible as possible. As part of this, we will:

- Provide detailed access information for all roles to the best of our knowledge at the time of recruitment
- Provide our Recruitment Pack and Application Form in a variety of formats, including large print
- Accept applications in written, video, and audio format
- Provide interview questions to all shortlisted candidates in advance
- Commit to offering interviews to all candidates who self-identify as disabled and meet the essential criteria

Contact us

If you have any questions about this role or our recruitment process, or if you wish to discuss any adjustments to make our recruitment process or workplace accessible to you, please don't hesitate to get in touch with Pradip Rajah at pradip.rajah@operahollandpark.com. We will be very happy to hear from you.

Thank you for your interest in Opera Holland Park.