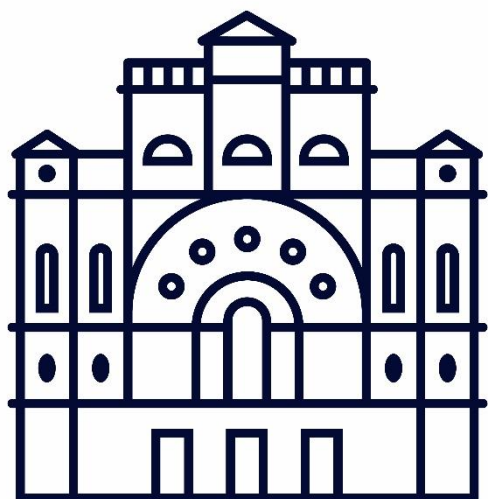




**Head of Finance & IT**

**Finance & IT**

**Permanent**



**OPERA  
HOUSE**

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**JERSEY**

# Welcome to Jersey Opera House

## Great performances start with great people.



There aren't many workplaces where an ordinary day might involve a comedian arriving through Stage Door, a school group discovering live theatre for the first time, a technical rehearsal taking place on stage and hundreds of people walking through the doors that evening.

That's life at Jersey Opera House.

We're one of Jersey's best-known cultural landmarks, but behind the historic façade is a busy, ambitious organisation and a team of people working together to make extraordinary experiences happen.

Whether you work on stage, backstage, front of house, behind a desk or behind the bar, everyone has a part to play.

And we're always looking for people who want to play theirs.



## Who We Are

### **125+ years of history. A new chapter ahead.**

Jersey Opera House has been bringing people together through performance for more than 125 years.

Today, we are a registered Jersey charity with an ambition to be the cultural heart of the Island – inspiring our community through unforgettable performance and showcasing Jersey on a wider stage.

Following an extensive refurbishment and our reopening in 2025, we're building the next chapter of the Opera House.

Our programme brings together theatre, comedy, music, family entertainment, community activity and more. Alongside what happens on our stages, we want to create opportunities for people to participate, learn, develop and discover something new.

Being a charity shapes why we do what we do.

It also means we need to be commercially minded and resilient. Ticket sales, venue hire, memberships, fundraising, sponsorship and other income all help us continue delivering our charitable purpose and investing in the future.

Creativity and commercial strength work side by side here – because a sustainable Opera House is one that can keep making a difference.

## What We're Here to Do

Our mission is to deliver outstanding live performance, supported by education and community engagement that grows the audiences and performers of the future.

We want to create an environment where people and ideas can thrive, while running an ambitious, resilient organisation that strives for excellence.

And our vision?

To be the cultural heart of Jersey.

It's an ambition that reaches far beyond what happens on stage. It influences the programme we create, the relationships we build, the opportunities we provide and the experience we want people to have when they walk through our doors.

Including the people who work here.

## Join the Team



## The people behind the curtain.

Audiences see the finished performance.

What they don't always see is everything – and everyone – it takes to make it happen.

Our team works across programming, technical, operations, customer experience, Fundraising and communications, finance, administration and leadership, supported by our fantastic volunteer stewards.

We're a relatively small team running a busy venue, so collaboration isn't just something we talk about – it's essential to how the Opera House works.

Departments overlap. People share ideas. Plans change. Problems get solved. And when the auditorium fills and the lights go down, there's a collective sense that everyone has contributed to making that moment happen.

Different jobs. Different skills.

One team.

## How We Work

### **Creative thinking. Collaboration. Trust. A willingness to get stuck in.**

Working in a live venue isn't always predictable – and that's part of what makes it exciting.

There are immovable deadlines because when the performance is due to begin, the curtain needs to go up.

We work hard, communicate and support one another to make that happen.

We want people to feel able to bring ideas to the table, ask questions, challenge how things have always been done and find better ways of doing them.

And our values help guide us.

#### **Be bold and imaginative**

We're curious, creative and willing to try new things. Great ideas aren't restricted by job titles, and we want our people to feel confident sharing theirs.

#### **Grow people and culture**

We want people to develop while they're here. By nurturing talent, sharing knowledge and creating opportunities, we strengthen both our organisation and Jersey's cultural future.

#### **Act with integrity**

Trust matters. We aim to be reliable, respectful and true to our word – with our colleagues, artists, audiences, partners and community.

#### **Make a difference together**

The Opera House only works because people work together. We support each other, celebrate collective success and remember that what we do ultimately exists to enrich our community.



# Job Description



## Contract Type:

Permanent

## Salary:

c.£60,000

## Hours:

37.5 hours per week. Additional hours may be required to fulfil the post's requirements.

## Reports to:

Chief Executive Officer

## Responsible For:

Finance / IT Officer

## Key Relationships:

Senior Management Team, Bar & Catering, Front of House Manager.

## Job Purpose

To provide strategic and operational management of JOH's finance and IT functions. This post is part of the senior management team (SMT)

## Key Responsibilities

### Planning and Decision Making

- To support the Chief Executive and SMT with accurate and thorough financial information and analysis to drive decision-making, and to identify and deliver initiatives to increase income and reduce expenditure
- To provide advice, information and training to SMT on financial requirements and processes specific to their teams and to provide financial evaluation of new projects and initiatives
- To work with the Chief Executive and other SMT members to establish a clear system for monitoring and evaluating JOH's work and reporting this to the board of trustees

### Financial Management and Accounting

- To lead on the preparation of annual statutory accounts and the generation of periodic financial management and accounting information required by the board and key stakeholders.
- To maintain a register of all fixed assets and ensuring proper control and usage of all the organisation's assets and resources.

- To prepare and plan for the annual audit and produce the annual statutory accounts including having significant input into the accompanying annual report and ensure through liaison with the Company's auditors that the report is approved in a timely manner
- To ensure the timely, efficient and accurate processing of all financial transactions and monthly reconciliation of all balance sheet accounts, to include the capitalisation of capital expenditure, maintenance of the asset register and management of restricted reserves
- To oversee payroll and its management and budgeting, ensuring that all contractual and statutory duties in relation to the processing of payroll and pension contributions are carried out accurately and efficiently

## **Budgeting, Forecasting and Reporting**

- In conjunction with the CEO, to lead the financial planning process for the organisation, including annual budgeting and re-forecasting as necessary and to prepare regular financial reports including management accounts, cashflow, statutory accounts and other reports as required by the Board and SMT
- To assist the SMT in setting revenue budgets for their areas and consolidating those into the overall financial plan for the year
- To ensure that timely, accurate and relevant management accounts and reports are produced on a monthly basis for the SMT and Board, including regular financial and cash flow forecasts and important KPI data
- To review and interrogate the monthly management reports for income and expenditure, risks and opportunities, capital and cash flow, reporting any matters that require action to the CEO and agree any actions
- To reforecast the budget on a regular basis to ensure that changes in available resources are recognised so JOH is able to take advantage of opportunities and reduce financial risk
- To manage cashflow and create cashflow forecasts
- To analyse financial information and prepare financial scenarios as and when required.

## **Governance and Legal Compliance**

- To maintain up to date knowledge of relevant legislation affecting all aspects of JOH's financial and accounting processes and systems, including payroll and Gift Aid
- To ensure compliance with all financial, pension and HR legislation, including auto-enrolment
- To keep abreast of all statutory requirements in terms of company and charity law and to ensure that annual returns are made to Companies House and the Charity Commission
- To review and update key financial policies and to report on these to the CEO and Board of Trustees
- To ensure the Risk Register is regularly updated and shared with the Board, CEO and senior management team

## **Insurance**

- To ensure that insurance is in place for all the company's needs
- To seek best value for all insurance needs
- To be the main contact for all insurance claims

## **IT**

- To oversee the management of JOH's external IT support and maintenance company, to ensure it meets the JOH's needs and is best value
- To ensure the integration of finance systems across JOH

## **Staff Management & Scheduling**

- To line manages the finance & It team of permanent and casual staff.
- Through the appraisal process:
  - To agree objectives and performance measures for each staff member
  - To review performance and give clear feedback
  - To identify and agree training and development needs
- To Keep abreast of, and work in accordance with, current industry agreements and to observe Employment Law

## **General**

- To always act in the best interests of Jersey Opera House & be an ambassador
- To take positive action to promote Equal Opportunities in all aspects of the work of Jersey Opera House
- To agree to abide by Jersey Opera House policies such as Health and Safety, Safeguarding etc
- To maintain confidentiality in all areas relating to Jersey Opera House
- To undertake any other reasonable duties as requested

## More Than a Theatre

Sometimes what happens in this building is simply a brilliant night out.

Sometimes it's much more.

It might be a child's first experience of live theatre.

A young performer stepping onto a professional stage.



A community coming together.

A volunteer finding a new sense of belonging.

An audience discovering something they never expected to enjoy.

As a charity, those moments matter to us.

We want Jersey Opera House to entertain, certainly – but we also want it to contribute something meaningful to the cultural life of our Island.

Whatever your role here, you become part of making that possible.



# Person Specification

## Essential Experience & Skills

- **Knowledge:** qualified accountant
- **Experience:** Excellent management and financial reporting experience, including preparing statutory accounts, insightful management accounts and other financial reports preferably in a charity/not for profit environment
- **IT skills:** experience of accounting software e.g. Xero and Microsoft Excel; experience overseeing IT systems
- **Leadership:** experience of leading strategic and business planning processes with the ability to support and advise non-financial managers to successfully plan and manage their budgets
- **Communications:** excellent written and verbal communications skills

## Desirable

- Experience within a theatre, arts charity or cultural organisation
- Knowledge of charity accounting (SORP)
- Experience with ticketing, fundraising, CRM, payroll and stocktaking software
- Experience leading digital transformation projects

## Key Competencies

- Numeracy
- Leadership
- Teamwork
- IT Expertise
- Planning and organisation
- Attention to detail
- Health & Safety awareness
- Budget management
- Adaptability
- Customer and client focus
- Problem solving



## How to Apply:

Please submit a CV and cover letter of no more than two pages of A4 to [careers@jerseyoperahouse.co.uk](mailto:careers@jerseyoperahouse.co.uk)

## Our Hiring Process

|                 |                                                                  |
|-----------------|------------------------------------------------------------------|
| <b>Stage 1:</b> | Applied                                                          |
| <b>Stage 2:</b> | Shortlisting                                                     |
| <b>Stage 3:</b> | First Interview (remote via Teams for candidates outside Jersey) |
| <b>Stage 4:</b> | Second Interview (in person, TBC)                                |

## Further queries and information

Email: [careers@jerseyoperahouse.co.uk](mailto:careers@jerseyoperahouse.co.uk)

## Benefits

- 25 Days Annual Leave (increases with service)
- 3% Non-Contributed Pension (following probation)
- Occasional ticket offers on visiting shows
- Monthly all-staff meetings
- Training and development opportunities
- Buddy scheme for new staff
- A fully trained team of Mental Health First Aiders.
- Extra day off on your birthday
- Relaxed working environment and informal dress code

## Everyone Has a Place Here

The best teams aren't made up of people who all think, look or experience the world in the same way.

We are committed to equal opportunities and to creating an inclusive workplace where everyone is treated fairly, with dignity and respect.

We welcome applications from people of all backgrounds, identities and experiences. Recruitment and employment decisions are based on the requirements of the role, individual skills and potential.

We also recognise that people may need different things to perform at their best. If you require reasonable adjustments during our recruitment process, we encourage you to tell us so that we can support you.

We want our team to reflect and understand the community we serve – and we believe different experiences, perspectives and ideas make Jersey Opera House stronger.

## Your Part in Our Story

Our building has stood for more than 125 years, but Jersey Opera House has never been just about the building.

It's about people.

The people who perform here.

The people who walk through our doors.

The people who support us.

And the people who make it all happen.

We're proud of our history, but we're much more interested in what comes next.

So, if you're curious, collaborative, ambitious, prepared to get stuck in and want your work to contribute to something bigger, we'd love to hear from you.

The next chapter is already underway.

Come and play your part.