



ROYAL OPERA HOUSE

JOB DESCRIPTION

Title: **Financial Accountant
Development and Enterprises Department**

Reports to: **Head of Finance, Development and Enterprises**

Main purpose of the job

To provide financial support to the Development and Enterprises team, donors, sponsors, and clients to maximise revenue, minimise costs and manage the day-to-day transactions relating to the Development and Enterprises department. To contribute to helping the team achieve the annual Development and Enterprises Department targets. To uphold a culture of continuous development and continuous improvement

Main Responsibilities

Working to the priorities set by the Head of Finance:

Fundraising and Finance

- Oversee processing of all income and costs, ensuring that these are correctly coded, authorised, and transacted in a timely fashion.
- Provide financial support to Development and Enterprises team to assist them to operate within agreed budgets and identify the financial impact of business changes.
- Reconcile bank receipts and payments to ensure the accounting system reflects the correct transactions.
- Control and reconcile designated balance sheet accounts.
- Prepare Gift Aid claims for all income streams in a way that is compliant with the HMRC rules.
- Post payroll journals and monitor variances against budget and forecast.
- Liaise with the New York office of the American Friends of Covent Garden over bank transfers and other payments and maintain records of income.
- Maintain and track membership invoicing and payments.
- Act as a support to direct debit processing of membership.
- Produce debtors' statements and work with the team to manage cash flow.
- Control the processing of all purchase orders and costs.
- Adhere to department procedures, confidentiality, and data protection protocols, and working practices.
- Work closely and collaboratively with the broader Royal Opera House Finance team ensuring all deadlines are met, policies and procedures are followed.

- Provide assistance with the annual audit and preparation of statutory accounts.
- Assisting the Head of Finance and other team members with ad hoc projects and analysis, as required.

Teamwork

- Work to the highest standards of team working and collaboration within the department and the rest of the organisation.
- Coach and supervise two members of the team and act as a support with any on the job training as directed by the Head of Finance.

Continuous Improvement

- Manage own learning and continuous professional development relevant to the role; undertaking any learning or study as required.
- Contribute to a culture of information sharing, innovation, and continuous improvement.
- Uphold ROH Values and Behaviours across all aspects of the role and support our goals for diversity and inclusion

PERSON SPECIFICATION

Essential Skills, Knowledge and Experience:

Accounting

- Full or part-qualified accountant, studying for CIMA or ACCA or similar, or through the qualified by experience (QBE) route.
- Substantial accounting experience in a progressive and tightly managed medium to large sized business or charity, with ability to understand the priorities of the fundraising section of a major charity or arts organisation.
- Highly numerate and analytical.
- High level of competency in Excel, Word, and computerised accounting systems with an aptitude for learning new systems and ability to become fluent in SUN.
- Ability to understand VAT and donation tax issues associated with a Charity.

Workload Management Skills

- Strong organizational skills and able to prioritise and deliver high quality work to deadlines with minimal supervision.
- Accuracy and attention to detail.
- Self-motivated, able to work to deadlines and requiring minimal supervision.

People skills

- Able to communicate with tact and respect to those at all levels within an organisation, from senior management to entry level roles.
- High standard of written and verbal English.
- Consistent high level of client service and responsiveness.
- Supervision skills and willing to support other team colleagues if required.
- Strong team player and good relationship management skills with stakeholders.

Continuous Improvement

- Ability to work to and support a culture of continuous improvement.
- Commitment to managing own learning and continuous professional development relevant to the role.

Note: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.