



GARSINGTON OPERA  
AT WORMSLEY



Finance Manager



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# About Garsington Opera

Located in the stunning Chiltern hills on the Wormsley estate, Garsington Opera is a prestigious summer festival with a fast-growing international reputation. With performances in June and July we produce four productions each year, in partnership with our two resident orchestras The English Concert and the Philharmonia. We have recently opened Garsington Studios, which provides state of the art rehearsal spaces, production workshops, café, offices and a home for our acclaimed community programme and world-class Emerging Artists scheme. This is an exciting time to join an innovative and growing company.

## **GO Mission**

- To enrich the lives of our audiences and participants by producing operas which are theatrically compelling and of exceptional musical standard
- To encourage and expand knowledge and appreciation of opera through performance and exciting life-long participatory projects with a dynamic, inclusive, outreach programme in the community, for all ages and abilities from diverse backgrounds
- To discover, encourage and nurture the best young performing talent, particularly from the UK, providing an outstanding programme of development for young professional singers
- To broaden our audience through appropriate use of digital media
- To grow our national and international reputation



## The Role

Garsington Opera is seeking an experienced and enthusiastic AAT Level 3 qualified or QBE Finance professional to join our busy finance team as a Part-Time Finance Manager.

Reporting directly to the Finance Director, you will play a key role in the day-to-day financial operations of the organisation, taking responsibility for income management, including donations, box office receipts and sales invoicing, while also supporting the preparation of month-end accounts and management reporting. This is a varied and hands-on role that offers the opportunity to take ownership of the fixed asset register, contribute to capital projects, and become involved in a range of finance initiatives across the organisation. This is an excellent opportunity to join a passionate and committed team, where your contribution will have a direct impact on the success of a world-class arts organisation.



# Job Specification

**Post:** Finance Manager

**Hours:** Permanent, part time (0.5 FTE) with some home-working up to one day a week considered. Hours can be spread across 4 or 5 days a week to suit the applicant.

**Reporting to:** Finance Director

**Salary:** £40-45,000 FTE

**Application deadline:** 9am on Monday 16 November 2026

**Interview dates:** Friday 27 November at the Studios with second interviews early the following week at Garsington Studios

**Start date:** ASAP

Based at Garsington Studios, our core office hours are 9.30am – 5.30pm, Monday – Friday.

This job description outlines the principal responsibilities and duties of the post holder. It is not meant to be, nor is it, an exhaustive list of specific responsibilities and duties. The post holder will be expected to undertake any other duties which could reasonably be expected as being within the remit of the post and which arise out of changes in legislation, regulations, orders, rules and working practices, methods and procedures and reviews, as directed from time to time.

Garsington Opera is committed to providing and supporting an inclusive environment that promotes equality, diversity, and inclusion. We are aware how a diverse team enriches our culture, where all can reach their full potential and flourish whatever their background. We encourage applications from all suitably qualified persons, regardless of background, race, sex, gender, disability, sexual orientation, religion/belief or age.



# Key Duties and Responsibilities

## Income Accounting

- Work closely with Box Office and Development Teams to ensure all income (tickets, donations, membership etc) reconciles to the bank.
- Ensure the correct recording of income from the CRM System (Tessitura) into Sage Intacct.
- Ensure all other receipts are correctly recorded.
- Raise sales invoices for Garsington Opera and its trading subsidiary, Garsington Opera Enterprises.
- Ensure that the VAT treatment on all income is correctly recorded.
- Manage the debtors schedule to ensure that invoices are paid within the relevant time period.
- Alert the relevant member of the wider team to BACS receipts ensuring they are recorded in the CRM system or against hire contracts.
- Input payments to the online banking system where tickets have been resold.
- Work with the Box Office Team to ensure gift aid is claimed on all eligible donations on a quarterly basis.

## Fixed Assets

- Ensure the fixed asset register is appropriately maintained and depreciation policy correctly applied in Sage Intacct.



## **Financial management and reporting**

- Manage and post prepayment and accrual journals to the accounting system.
- Prepare monthly management accounts, financial reports and supporting analysis.
- Prepare balance sheet reconciliations of income related accounts including deferred income, accrued income, gift certificates and aged debtor balances.
- Work with the Finance Director to ensure the audit file is prepared on a timely basis.
- Liaise with the auditors during the year end audit to ensure testing can be completed to schedule.

## **Projects and other work**

- To assist with project work as required including capital projects and process/systems improvements.
- To assist the Development Team with the completion of the annual Equivalency Determination for the CAF American Donor Fund.
- To assist the Finance Director and wider team with any additional work as required.



# Person Specification

## Essential

- Fully qualified AAT or equivalent/qualified by experience.
- Accuracy and attention to detail.
- Strong analytical, organisational and problem-solving skills.
- Excellent communication skills and able to communicate financial concepts to non-financial colleagues.
- Collaborative and enjoys working as part of a team.
- Strong IT skills with an emphasis on Microsoft Office Suite (Word, Excel, Outlook) and a familiarity with the principles of CRM systems.

## Desirable

- Experience of Sage Intacct.
- Interest in the performing arts sector.
- Understanding of the Charity SORP and its application.



## Staff Benefits

Garsington Opera is committed to making sure that all our staff are supported in both their professional and personal lives. As part of this, we are able to offer members of staff a range of benefits including:

- 25 days annual leave and bank holidays
- annual leave allowance increases with length of service
- staff pension scheme
- cycle to work scheme
- death in service scheme
- tech scheme
- electric vehicle lease scheme
- enhanced maternity/adoption/shared parental leave
- employee assistance programme
- dress rehearsal tickets during the Opera Festival
- free on-site parking
- on-site EV charging available.



# How to Apply

The closing date for applications is 9am on Monday 16 November 2026. Applicants should submit a covering letter and CV as PDFs via email to **[admin@garsingtonopera.org](mailto:admin@garsingtonopera.org)**

## **CVs should include:**

- details of relevant achievements and experience as well as educational and professional qualifications
- contact details including day and evening telephone/mobile numbers.

## **Your covering letter should:**

- be no longer than two pages
- summarise why you are interested in this post
- highlight your relevant experience matching the criteria outlined on pages 6-8.

As part of the application process, we invite you to complete our optional Equal Opportunities Form, which you can access via the link on our jobs page.

Successful applicants will be contacted and invited for interview. First interviews will be Friday 27 November at the Studios with second interviews early the following week.



**Garsington Opera**

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