



## DIRECTOR OF FINANCE & RESOURCES



*School Girls: Or the African Mean Girls Play*  
Photo by Manuel Harlan



*Accidental Death of An Anarchist*  
Photo by Helen Murray



*Iphigenia in Splott*  
Photo by Jennifer McCord

We are the Lyric Hammersmith Theatre. We are the civic and creative heart of West London. We believe that everyone deserves to experience the life changing impact of theatre.

In our big, beautiful theatre, we tell stories that matter and work with exceptional talent to make ambitious, entertaining, inspiring shows for our audience in West London and beyond.

We remove barriers to engagement and ensure young people have the opportunity to discover the power of their creativity, shaping the future of British theatre.

We are inclusive, forward looking and unafraid of change – we are proud of our history and ambitious for our future. A local theatre with a national impact.

### LYRIC VALUES

#### **Work with integrity and respect**

We support each other with kindness, openness and integrity. Together we celebrate our achievements and work collaboratively through our challenges.

#### **Every day we learn and grow**

We continue to ask questions, seek answers and share our learning with each other for the benefit of the Lyric.

#### **Be ambitious and action-focused**

We believe in excellence; we have a can do attitude, go the extra mile and ensure our ideas become actions.

#### **Serve our West London community**

We are here for the people of West London, every decision we make and action we take should benefit our community.

## HOW TO APPLY

To apply for the post, please:

- Complete an **application form** in type or black ink. Use the Supporting Information section on the form to explain why you are interested in this role and how your experience and skills match the person specification.
- Return the **application form** by email to [jobs@lyric.co.uk](mailto:jobs@lyric.co.uk) and complete an **online equal opportunities monitoring form**: <https://lyric.co.uk/equal-opportunities-form/>
- Do not submit CVs, as these are not accepted.

The deadline for receipt of completed applications is **10:00am Tuesday 03 December 2024**

First interviews will be held at the Lyric Hammersmith Theatre on **Tuesday 10 December 2024** and second interviews will be held on **Tuesday 17 December 2024**

If you would like to submit your application in another format or require this information pack in a different font or format, we would be happy to accommodate this. Please contact the Administration & HR Team on 020 8741 6822 option 2 or [jobs@lyric.co.uk](mailto:jobs@lyric.co.uk) to discuss a suitable alternative. (Between 10:00am – 5:00pm, Monday- Friday)

## DESCRIPTION FOR THE POST OF DIRECTOR OF FINANCE & RESOURCES

Responsible to:	Executive Director / Joint CEO
Contract:	Full-time, permanent role
Salary:	£70,000 per annum
Hours/Days:	<p>The Lyric works to a flexible start/end of day, with the majority of the post-holder's hours expected to be worked between 9am and 7pm Monday to Friday. Due to the nature of the Lyric's work the post-holder may be required to do some evening and weekend work to fulfil the requirements of the role.</p> <p>The Lyric has a <a href="#">House Agreement</a> that details our approach to working hours for all staff.</p>
House Agreement Type:	Office Agreement
Holiday:	30 days per annum, including Bank Holidays with an additional day added for each year of service up to a maximum of 35 days
Notice period:	Six months
Probationary period:	Six months
Pension:	3% pension contribution after qualifying period

Other benefits include: Season ticket loan, Cycle to Work Scheme, Employee Assistance Programme, Work from Home Policy, Staff Ticket Scheme including complimentary and discounted theatre tickets, and staff catering discounts

## **DEPARTMENT INFORMATION**

This role is part of the Finance and Resources Department, which is led by the Director of Finance and Resources and comprises of:

- Financial Controller (Direct report)
- Accounts and Payroll Co-ordinator
- Finance Officer
- HR Business Partner (Direct report)
- Administration Manager (Direct report)
- Head of Building & Facilities (Direct report)
- Facilities Manager
- Maintenance Assistant
- Security Team
- Cleaning Contractors

## **MAIN PURPOSE OF POSITION**

The Director of Finance and Resources is a senior position within the Lyric, reporting to the Executive Director/Joint CEO on all aspects of the internal operation of the Lyric, including financial management; resource strategy and planning; developing organisational capacity and administration.

The post holder is a key member of our Senior Management Team (SMT) contributing to the overall strategic development of the Lyric and playing an active leadership role across the organisation.

Overall they will:

- Ensure that the resources of the Lyric are deployed effectively and efficiently to achieve its aims and ambitions.
- Support the Trustees, Joint Chief Executives and SMT with accurate and timely information and interpretation to assist decision making across the Charity
- Provide strong financial stewardship, including budgets and controls, internal financial procedures and processes, management and statutory accounting and audit.
- Provide strategic leadership and management for the finance and resources teams.

## **PRINCIPAL DUTIES**

### **Strategy & Leadership**

- Contribute, as part of the SMT, to the provision of consistent and clear leadership of the Lyric Hammersmith Theatre.

- Support the Executive Director in the development of capacity and capability across the Lyric and in ensuring that plans and strategies are delivered.
- Lead on the development and implementation of resourcing strategies, covering finance, HR, and information technology.
- Oversee the delivery and ongoing development of the estates strategy.
- Identify new ways in which the Lyric can improve its efficiency, profitability and value for money, and work with Senior Managers and Heads of Department to implement actions where appropriate.
- Lead and manage the finance and resources team, creating an open working environment, developing a high performing and integrated team and providing supervision, development and support to the direct reports within the team.
- Support the governance of the Lyric and ensure that terms of reference and governing documents for the Board and subcommittees are fit for purpose and undertake regular reviews when necessary.

### **Planning & Decision Making**

- Lead on the preparation of annual and long-term resource plans, covering finance, staffing and infrastructure, aligned to strategic objectives and incorporating all funding streams.
- Support the Joint CEOs and SMT with excellent and timely financial information and analysis to drive decision making, and to identify and deliver initiatives to increase income and reduce expenditure.
- Provide financial evaluation of new projects and initiatives.
- Work with the Executive Director and other SMT members to establish a clear system for monitoring and evaluating the Lyric's work and reporting this to key funders and stakeholders including Arts Council England and the London Borough of Hammersmith & Fulham.

### **Budgeting, Forecasting and Reporting**

- Support the Executive Director on the timely preparation of the annual revenue and capital budgets; understanding and communicating the financial parameters for the year, assisting Heads of Department in setting revenue budgets for their areas and consolidating those into the overall financial plan for the year.
- 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 Executive Director and agree any actions.
- Reforecast the budget on a regular basis to ensure that changes in available resources are recognised and the Lyric is able to take advantage of opportunities and reduce financial risk.
- Report to the Board and relevant sub-committees in respect of business planning, financial and management accounts, financial controls and procedures and audit and risk management.

### **Financial Management and Accounting**

- Maximise income and minimize expenditure.
- Manage restricted funds.

- Prepare and plan for the annual audit and produce the consolidated annual charity accounts and trading company accounts in conjunction with the auditors.

## **HR & Administration**

- Oversee the work of the HR & Administration team, ensuring that it is carried out effectively and efficiently, including the process of issuing contracts for staff, freelance staff and other activities as required.
- Lead on the negotiation and management of all relevant contracts with external suppliers and provide support and advice to other SMT members as appropriate.
- Oversee all policies relating to HR and workforce issues, and ensure that they are regularly reviewed so that they meet the needs of the Lyric and that they are legally compliant.
- Work with the HR Business Partner to resolve any serious HR issues and deal with appeals in line with the Lyric's Discipline and Grievance procedures.
- Act as the Lyric's Key Contact for the UK Border Agency in relation to visa sponsorship.
- Lead on the management of the Lyric's external IT support and maintenance, to make sure it continues to meet the needs of the Lyric and is value for money.
- Take responsibility for ensuring that all necessary insurance is in place, covering all operations of the Lyric.
- Chair the Lyric's Environmental Sustainability Taskforce.
- Ensure that the Lyric's commitment to environmental sustainability is maintained, taking the lead on developing an action plan to reduce carbon emissions to achieve net zero, and regularly reporting on progress, internally and externally.

## **Building Operations**

- Oversee the work of the Head of Building Operations, ensuring building maintenance is managed effectively and the building is operating efficiently and presented to the highest standard at all times.
- Support the Executive Director in managing the relationship with key external building stakeholders, including the Lyric's landlords.
- Ensure that the theatre building and the facilities within it operate effectively, efficiently and safely at all times, acting as the Senior Management Team lead for Health & Safety.

## **Governance and Legal Compliance**

- Ensure that the Lyric's obligations are met with regard to VAT (including Cultural Exemption and Capital Goods Scheme), Gift Aid, Theatre Tax Relief and payroll taxation.
- Ensure that the finance team maintains up to date knowledge of relevant legislation affecting all aspects of the Lyric's financial and accounting processes and systems, including payroll, VAT, Theatre Tax Relief and Gift Aid.
- Ensure compliance with all financial, pension and HR legislation, including auto-enrolment and off-payroll working (IR35).
- Act as Company Secretary.

- Keep abreast of all statutory requirements in terms of company and charity law, oversee the administrative management of the Board of Directors and ensure that annual returns are made to Companies House and the Charity Commission
- Manage the legal and financial relationships between the Lyric and its subsidiaries.
- Ensure that the Risk Register and Crisis Management Plans are kept up to date at all times, and communicated across the Lyric.

### Banking

- Be the Lyric's principal bank signatory and lead negotiations of loans and overdrafts where necessary.

### VAT and tax

- Oversee and advise on all aspects of taxation (including Gift Aid) as they relate to Lyric, consulting externally as required.
- Oversee the reclamation of claims for Theatre Tax Relief in a timely way and advise on and implement systems to maximise that relief

### Co-Producers Visiting Companies/Artists

- Advising all departments on financial terms in contracts, and approving such terms.

### Other

- Develop a wide network of contacts locally, regionally, nationally to achieve increased awareness of the Lyric

## GENERAL DUTIES

- Regularly attend Lyric Hammersmith Theatre shows and projects including press nights, Young Lyric and development events.
- Attending internal and external meetings as required.
- Adhere to the Lyric's Equality, Diversity and Inclusion Policy, Anti-Racism Strategy, Health & Safety Policy and any other policies or plans the Lyric may introduce in the future.
- Work at all times in accordance with the Lyric's Environmental Sustainability and Action Plan and proactively develop and encourage environmentally sustainable practice.
- Take an active role in you and your teams continuing professional development, identifying relevant training and professional development opportunities
- Act always in the best interests of the Lyric Hammersmith Theatre
- Undertake any other duties as agreed with the Executive Director/Joint CEO as is appropriate to the post

This job description is a guide to the nature of the work required of this role. It is not wholly comprehensive or restrictive and may be reviewed as required.

## PERSON SPECIFICATION

### Skills and Experience

- Experienced and skilled in all aspects of financial and management accounting, including setting and monitoring budgets, producing management and financial accounts, reports and cash-flow forecasting.
- Ability to critically appraise financial systems, processes and controls, developing and introducing changes where necessary in order to increase resilience, effectiveness and efficiency. Experience of working with Advanced Exchequer would be desirable.
- Experience at a senior level of leading on the development of resourcing strategies for an organisation, ideally in the creative sector.
- Experience of managing a broad range of activities, ideally including Estates, HR and IT.
- Ability to contribute, as a senior manager, to the overall strategic direction of an organisation.
- Ability to work in a consultancy mode, and a proven ability to work with diverse teams and staff to bring about positive improvement in systems, strategies and processes.
- Proven ability to lead and motivate teams and staff.
- Demonstrable negotiation skills.
- Excellent communication skills, oral and written, and the ability to communicate and interpret financial information for non-specialists.
- Ability to develop, work in and contribute to an open, supportive and creative working environment.
- Excellent administrative and organisational skills.
- Absolute accuracy and attention to detail
- Skilled in the creation, use and management of complex spreadsheets, and other relevant IT/financial/HR software.
- Commercially savvy.

## Knowledge

- Knowledge of accounting processes, systems and accounting standards.
- Knowledge of tax, including theatre tax relief, payroll taxes, VAT and gift aid. Experience of working in a culturally exempt organisation would be desirable.
- Knowledge of charity financial legislation, including SORP.
- Knowledge of contemporary issues in resource management as they relate to the arts sector.
- Knowledge of HR policies and basic contractual legislation.
- Knowledge of developing appropriate KPIs to measure impact.
- Either holding a professional finance qualification or qualified by experience.

## Personal Attributes

- Commitment to continuing professional and personal development and to developing best practice.
- A creative and can-do attitude.
- An open and collaborative style.
- Ability to develop strong and positive relationships both internally and externally.
- Keen and active interest in the arts in general, and in the work of the Lyric in particular.

## **EQUALITY & DIVERSITY**

The Lyric values and promotes diversity and is committed to equality and opportunity for all. We are working actively to be an anti-racist organisation. Everyone who works with us is required to comply with and actively promote our Equality, Diversity and Inclusion Policy, and no job applicant or member of our workforce will receive less favourable treatment on the grounds of age, disability, gender, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religious belief, sexual orientation, class or socio-economic background, trade union activity or political activity or opinion.

The Lyric Hammersmith Theatre has made a commitment that all applicants with disabilities who meet the essential criteria for this job will be invited to interview. We may use positive action, in cases where candidates are equally qualified, to increase the employment of under-represented groups at the Lyric.

The Lyric Hammersmith Theatre is proud to be a Disability Confident Committed Employer and supports parents and carers working in theatre.

## **APPOINTMENTS**

All appointments are made subject to satisfactory references, proof of eligibility to work in the UK and are subject to an enhanced or standard Disclosure and Barring Service (DBS) disclosure.

## **LYRIC CONTACT DETAILS**

If you have any questions about this role, you can contact the Lyric's Administration & HR Team on 020 8741 6822 option 2 or [jobs@lyric.co.uk](mailto:jobs@lyric.co.uk). (Between 10:00am – 5:00pm, Monday-Friday)

We look forward to receiving your application.