



FINANCE MIGRATION LEAD

(freelance, short-term project)



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:

- Submit a CV and Cover letter to jobs@lyric.co.uk and complete an [online equal opportunities monitoring form](https://lyric.co.uk/equal-opportunities-form/): <https://lyric.co.uk/equal-opportunities-form/>

Please submit the above by 10:00am Monday 21st July 2025

We will be conducting interviews on a rolling basis so this role might close sooner if we have found the right candidate. We would recommend putting in your application ASAP

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 to discuss a suitable alternative. (Between 10:00am – 5:00pm, Monday– Friday)

DESCRIPTION FOR THE POST OF FINANCE MIGRATION LEAD

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|-------------------------|---|
| Responsible to: | Financial Controller |
| Contract: | Freelance (6 months) |
| Salary: | £210 per day |
| Hours/Days: | Up to 2 days per week. With a start date of August 2025 |
| Other benefits include: | Employee Assistance Programme, Staff Ticket Scheme including complimentary and discounted theatre tickets, and staff catering discounts |

MAIN PURPOSE OF POSITION

We are looking for an experienced finance professional to work with the Lyric's Finance team to support on the implementation of a new accounting software system (XLedger) in time for launch in January 2026.

This role will support the Finance team:

- Director of Finance and Resources
- Financial Controller
- Accounts & Payroll Co-ordinator (part-time)
- Finance Officer

The team provides finance support for Lyric Theatre Hammersmith Limited (a charity) and its two trading companies, Lyric Hammersmith Enterprises Limited (operating the bars and hires and events) and Lyric Hammersmith Worldwide limited (providing theatre production services to the charity).

The majority of the work can be carried out remotely, with access to the Lyric's hosted desktop, but there will be a requirement for regular collaboration with the staff in the Lyric's finance team (which would preferably be in person, no less than two days per month)

PRINCIPAL DUTIES

Project scope

- Work with the Lyric's Finance team to cleanse and extract existing data from the current finance software (Advanced Exchequer)
- Create mapping documentation to translate existing processes to new formats
- Assist the Financial Controller to implement an updated chart of accounts
- Work with the relevant Lyric teams to establish effective system integration processes with a focus on increasing accuracy and efficiency
- Update existing process documentation to reflect new processes
- Conduct system testing in advance of launch date
- Manage data migration from existing software
- Coordinate with Lyric's Finance team and XLedger's project team as required
- Complete training on XLedger's e-learning platform as required
- To undertake any other duties as agreed with the Financial Controller 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

Essential Criteria

- Hold a professional finance qualification, part-qualified, or qualified by experience
- Experience of the relevant areas of accounting processes and systems, including nominal, purchase and sales ledgers.
- Experience using accounting software.
- Advanced Excel skills.
- Good communication skills, oral and written.
- Ability to work unsupervised and use initiative.
- Basic knowledge of VAT.
- Absolute accuracy and attention to detail.
- Experience in a relevant sector (e.g. theatre, other arts, hospitality or events)

Desirable Criteria

- Experience using Advanced Exchequer and/or XLedger
- Experience of finance software migration
- Knowledge or experience of charity accounting

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 proof of eligibility to work in the UK and a UTR number.

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. (Between 10:00am – 5:00pm, Monday-Friday)

We look forward to receiving your application.