DEPUTY DIRECTOR OF FINANCE

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 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 **10am Friday 27 March 2026**
First interviews will be held on **w/c 6 April 2026** and second interviews will be held on **w/c 13 April 2026**

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 DEPUTY DIRECTOR OF FINANCE

Responsible to:	Director of Finance and Resources
Responsible for:	Accounts and Payroll Co-ordinator (0.6 FTe) Finance Officer
Contract:	Full-time, permanent role
Salary:	£50,000 per annum
Hours/Days:	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 6pm Monday to Friday and core office hours being between 10am and 4pm. 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. The Lyric has a House Agreement that details our approach to working hours for all staff.
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:	Three 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, Long service awards, Staff Ticket Scheme including complimentary and discounted theatre tickets, and staff catering discounts

DEPARTMENT INFORMATION

The Finance and Resources team is led by the Director of Finance and Resources and comprises of:

- Director of Finance and Resources
- Deputy Director of Finance (this role)
- Accounts and Payroll Co-ordinator (direct report)
- Finance Officer (direct report)
- HR Business Partner
- Administration Manager
- Head of Building and Facilities
- Facilities Manager
- Maintenance Assistant
- Security Supervisor
- Duty Security
- Housekeeping team

MAIN PURPOSE OF POSITION

The Deputy Director of Finance is a strategic and rewarding role at Lyric Hammersmith Theatre. As Deputy Director of Finance you will provide leadership to the Finance team, ensuring the delivery of high-quality financial management, statutory reporting, and compliance across the organisation to ensure sustainability, informed decision making and maximum efficiencies. You will assist the Director of Finance and Resources in coordinating financial strategy and be responsible for the day-to-day management of finance operations, providing general support to the Director of Finance and Resources and deputising for them as necessary. You will oversee financial systems and controls, manage all internal financial reporting, ensure the timely production of management accounts for both the charity and its subsidiaries, and oversee the delivery of the best possible finance service to the Lyric's internal and external customers.

PRINCIPAL DUTIES

Financial Management

- Producing timely, accurate and relevant management accounts on a monthly basis for Senior Management Team (SMT), and on a quarterly basis for the Board, including regular financial and cash flow forecasts and important KPI data.
- Report on quarterly management accounts to the Board and its sub-committees, plus report to the SMT regularly on financial performance.

- Liaising with budget holders to monitor and review performance against budget.
- Producing reports and supporting documentation for the statutory audit process.
- Reviewing, developing and managing financial processes and controls across the Lyric, as directed by the Director of Finance and Resources.
- Continuously seeking to improve systems for processing financial data, in particular supporting the continued implementation of the Lyric's accounting system with focus on reducing the need for manual intervention in processes.
- Managing payment processing systems, including leading on PCI DSS compliance.

Accounting

- Ensuring the correct and timely operation of all matters relating to the Lyric's accounting system.
- Overseeing the production of capitalisation and depreciation journals, and maintaining the fixed asset register in the Lyric's accounting system.
- Overseeing year end processes, including the preparation of accounts up to trial balance.
- Managing the nominal ledger structure and producing guidance to ensure coding supports accurate financial reporting.
- Ensuring purchase ledger and expenses processes are fit for purpose and supporting the finance team to implement in an accurate, effective and timely manner.
- Ensuring invoicing, debtor management and daily sales processes are fit for purpose and supporting the finance team to implement in an accurate, effective and timely manner.
- Managing debt collection, working with colleagues as necessary.

VAT, tax and compliance

- Ensuring the correct and timely operation of all matters relating to VAT.
- Supporting the finance team to prepare quarterly VAT returns for approval by the Director of Finance and Resources.
- Supporting the finance team in the preparation of quarterly FEU returns.
- Supporting the finance team in the preparation of annual HMRC Section 23 Returns (for entertainment agents).
- Assist the Director of Finance and Resources in preparing the annual Theatre Production Tax Relief claim.
- Assist the Director of Finance and Resources in ensuring 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.
- Assist the Director of Finance and Resources in ensuring the finance team maintains up to date knowledge of relevant legislation affecting the Lyric's financial and accounting processes.
- Assist the Director of Finance and Resources in ensuring compliance with all financial legislation (including finance-related HR legislation).
- Act as the lead for data security and integrity across all financial systems.

Payroll

- Ensure that all contractual and statutory duties in relation to the processing of payroll and pension contributions are carried out accurately and efficiently.

- Working in partnership with other members of the Finance and Resources team to ensure the Lyric meets legal requirements for all finance-related aspects of HR (e.g. auto-enrolment, statutory payments, etc).

Banking

- Be a bank signatory and manage the relationship with the Lyric's bankers.
- Be the primary authoriser of online banking transactions.
- Oversee the use of online banking systems, ensuring effective security and authorisation procedures.
- Ensure that interest income is maximised and reviewed on a regular basis.

Contracting

- Ensuring the correct and timely operation of all matters relating to financial terms in contracts with Co-Producers, Visiting Companies and individual Artists.
- Approving settlements due to Co-Producers, Visiting Companies and Tour venues.

Other

- Accountable for the end-to-end performance of the finance team, including the motivation and professional development of staff, while maintaining a rigorous oversight of timelines and deliverables to meet departmental goals.
- Providing financial information for statutory returns, surveys and external funders as required.
- Ensuring written systems and guidelines are in place and regularly reviewed to provide the highest level of financial control across the Lyric's business.
- Provide support, cover, induction and training for other members of the Finance department.

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.
- To 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.
- To take an active role in your continuing professional development, identifying relevant training and professional development opportunities
- To act always in the best interests of the Lyric Hammersmith Theatre
- To undertake any other duties as agreed with the Director of Finance and Resources 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

- Ideally holding a relevant professional finance qualification; outstanding candidates who are part-qualified may be considered.
- Knowledge or experience of finance issues specific to charities and arts organisations
- Proven experience of the key areas of accounting processes and systems, including management accounts, trial balance and nominal ledger, purchase and sales ledgers, banking and cash management, VAT, payroll, budgeting and monitoring.
- Experience using accounting software, knowledge of Xledger would be a considerable advantage.
- Ability to critically appraise financial systems, processes and controls, developing and introducing changes where necessary.
- IT literate to a high standard, with advanced Excel skills.
- Excellent communication skills, oral and written, and the ability to communicate and interpret financial information for non-specialists.
- Ability to prioritise a busy and varied workload and work at a fast pace
- Ability to develop, work in and contribute to an open, supportive and creative working environment.
- Ability to work unsupervised and use initiative.
- Proven experience managing direct reports as part of a small finance team, including managing workloads and priorities to meet tight deadlines and overseeing meticulous attention to detail.
- Knowledge of taxation issues, including VAT.

Desirable Criteria

- Experience using Xledger
- Basic knowledge of payroll taxes, theatre tax relief and Gift Aid
- 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 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. (Between 10:00am – 5:00pm, Monday-Friday)

We look forward to receiving your application.