

# INDEPENDENT DIRECTOR

## Finance & Resources Committee



*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 role of Independent Director, please:

- Provide a cover letter indicating what you can bring to Lyric Hammersmith Theatre, why it excites you, what you hope to gain from the post and how you meet the essential criteria in the description of the role.
- Your letter should be supported by a copy of your CV detailing your employment history and the key responsibilities held in relevant roles.
- Please send your cover letter and CV by email to [jobs@lyric.co.uk](mailto:jobs@lyric.co.uk) and fill up online equal opportunities monitoring form: <https://lyric.co.uk/equal-opportunities-form/>

The deadline for receipt of completed applications is 10am on Friday 13<sup>th</sup> March 2026.  
Interviews will be held W/C 23<sup>rd</sup> March 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](mailto:jobs@lyric.co.uk) to discuss a suitable alternative. (Between 10:00am – 5:00pm, Monday- Friday)

For a conversation about the role with either the Lyric's Executive Director Amy Belson or Finance & Resources Committee Chair David Sharkey please email [Meghana.Shah@lyric.co.uk](mailto:Meghana.Shah@lyric.co.uk)

## DESCRIPTION FOR THE POST OF INDEPENDENT DIRECTOR, FINANCE & RESOURCES COMMITTEE

Responsible to: Chair of the Finance & Resources Committee

Salary: Unpaid/voluntary. These are volunteer roles, but travel expenses and any childcare costs will be reimbursed.

Duration of role: 3 years, renewable for an additional 3 years

Time commitment: 6 – 10 days per year

## ABOUT THE LYRIC

The Lyric Hammersmith Theatre is one of London's leading producing houses. We produce world class theatre from the heart of Hammersmith. The Lyric is committed to being part of the community, and we believe passionately in excellence and integrity in everything we do.

We are a sector leader in developing young talent, making significant and impactful change where it matters most; to the lives of those for whom socio-economic disadvantage inhibits possibilities. Through our work we empower young talent from West London and develop the future of British theatre.

Lyric Theatre Hammersmith Limited is a registered charity, no. 278518. Our most recent annual report and accounts can be downloaded from: <https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/278518>.

## ABOUT THE ROLE

The Lyric seeks to appoint an independent director to join the existing Finance & Resources Committee for an initial three-year term. The newly appointed director will support the Chair of the Finance & Resources Committee. We are looking for an individual who shares our values and supports our ambitions as a major producing theatre. You will share a passion for our artistic work and mission; and be supportive of our projects for young people in West London, our commitment to being an equal, diverse, inclusive and an environmentally sustainable organisation.

To complement the current committee membership, we are interested in appointing Trustees with skills and expertise in the following areas:

- Financial Literacy: Ability to interpret balance sheets, P&L accounts, and cash flow forecasts.
- Professional Background: Experience in accounting, audit, commercial finance, or senior management (CCAB qualification like ACCA, ICAEW, or CIMA is essential).
- Strategic Mindset: The ability to look beyond the numbers to the "big picture" of the charity's impact.
- Integrity: A commitment to our values and mission
- Charity Finance: Understanding of Charity SORP and trustee responsibilities
- Communication: Ability to communicate complex financial information clearly

We are particularly interested in those in addition have a strong connection with the London Borough of Hammersmith & Fulham.

## PRINCIPAL DUTIES

Members of the Finance & Resources Committee have responsibility for advising the charity on directing the affairs of the Lyric Hammersmith Theatre, ensuring that it is solvent and well-run, and delivering the charitable outcomes for which it is set up. The responsibilities and authority of the Finance & Resources Committee are:

- a. Financial
  - i. To review the draft of the Lyric's business plan and supporting budgets and make recommendations thereon to the Lyric Board.
  - ii. To review the annual budget and strategy and make recommendations thereon to the Lyric Board.
  - iii. To regularly review financial performance against the annual budget and reforecast budgets.
  - iv. To take responsibility, on behalf of the Board, for reviewing internal financial and operational controls.
  - v. To take responsibility for the reviewing and approving measures to prevent and detection of fraud on behalf of the Board.

- b. External Audit
  - i. To oversee external auditor appointments and the scope of work undertaken.
  - ii. To meet auditors at least annually and discuss their reports at committee meetings.
  - iii. To ensure management address issues highlighted by external auditors in their management letter.
  - iv. To review financial policies, including the Reserves Policy, and approving proposed changes and making recommendations thereon to the Board.
  - v. To make a recommendation to the Board on whether the audited financial statements should be approved and submitted.
- c. Risk Register
  - i. To consider potential and actual opportunities and threats to the Lyric and approve responses to mitigate risk and capitalise on opportunities.
  - ii. To review the risk register at least annually.
- d. Capital Investment and Financial Commitments
  - i. To approve scope, programme and budgets for major capital expenditure in excess of £25,000.
  - ii. To regularly review income and expenditure against budget for approved Capital projects.
  - iii. To scrutinise financial commitments to be undertaken by the Lyric, including leases or other long term financial arrangements in excess of five years.
- e. Other
  - i. To review any other financial or business matters as delegated by the Board.
  - ii. To review any other matters which may have a material financial impact as required.

## **PERSON SPECIFICATION**

We are looking for active and engaged Trustees with sound judgement and the ability to be outstanding advocates for the organisation.

### **Essential**

- Demonstrable affinity for the mission and work of the Lyric Hammersmith Theatre
- Evidence of leadership skills and an understanding of the principles and practices of good governance
- Strong desire to contribute to public life and commitment to the Nolan Principles of Public Life (Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership).
- Excellent financial literacy with the ability to interpret balance sheets, P&L accounts, and cash flow forecasts.

- Experience in accounting, audit, commercial finance (CCAB qualification like ACCA, ICAEW, or CIMA is essential).
- Have a strategic mindset with the ability to look beyond the numbers to the "big picture" of the charity's impact.
- Ability to communicate complex financial information clearly
- Strong interpersonal skills
- A collaborative and inclusive approach
- Resilient, with the ability to act with confidence, tact and authority and to be decisive under pressure
- Ability and willingness to devote necessary time and effort to the Lyric

### **Desirable**

- Experience of charity finance with an understanding of Charity SORP and trustee responsibilities
- An understanding of subsidised arts organisations and appreciation of the current challenges faced by the sector.
- Awareness of practical application pertaining to company compliance, control, regulatory and legal requirements

## **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.

## **LYRIC CONTACT DETAILS**

If you have any questions about this role, you can contact the Lyric's Administration & HR Team on 020 87416822 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.