



FINANCE APPRENTICE



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 Monday 19th October 2026**.

First interviews will be held in the w/c Monday 26th October 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 BUILDING PROJECT MANAGER (CAPITAL PROJECTS)

Responsible to:	Deputy Director of Finance
Contract:	Full Time, Permanent This role is suitable for someone either looking for a Finance Apprenticeship or self-study one of the AAT accounting qualifications
Salary:	£23,170 per annum (Level 2) £25,670 per annum (Level 3) £28,170 per annum (Level 4)
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 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. The Lyric has a House Agreement that details our approach to working hours for all staff.
House Agreement Type:	Office Agreement
Holiday:	22 days per annum (pro rata), excluding Bank Holidays with an additional day added for each year of service up to a maximum of 27 days
Notice period:	Two months

Probationary period:	Three 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

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

- Deputy Director of Finance
- Accounts and Payroll Co-ordinator
- Finance Apprentice (This role)
- Head of Administration & Resources
- Head of Operations (Interim)
- Administrator
- Maintenance Assistant
- Duty Security
- Housekeeping Team

MAIN PURPOSE OF POSITION

The Finance Apprentice is a vital part of the finance team at the Lyric. This is a very hands-on role which is involved with all aspects of our work. The Finance Apprentice will be responsible for running daily sales processing, processing purchase ledger invoices and payments, petty cash, processing sales invoices and supporting the Finance team in the day to day running of the finance function at the Lyric.

PRINCIPAL DUTIES

Purchase Ledger

- Managing the finance inbox
- Processing invoices, credit cards and expense claims on our finance software (Xledger)
- Prepare weekly payment run for approval
- Upload ad-hoc BACS payments to the bank
- Reconcile all supplier statements
- Deal with queries and disputes regarding invoices and payments
- Provide purchase ledger information and schedules for year-end audit
- Monthly reconciliation of the purchase ledger to the balance sheet

Sales Ledger

- Draft sales invoices for approval as and when requested by other departments
- Enter receipts onto the sales ledger in a timely manner
- Monitor aged debtors and work with colleagues on debt collection as necessary
- Issue customer statements and work with colleagues as required to ensure all debts are paid promptly
- Process sales and receipts data from Box Office, EPOS (electronic point-of-sale) and other payment systems into the sales ledger
- Monthly reconciliation of the sales ledger to the balance sheet

Nominal Ledger

- Assist with monthly accruals and prepayments journals
- Enter journals onto the nominal ledger as required
- Assist with the month end and year end process

Banking / Cash Book / Petty Cash

- Daily checking of the Lyric's bank accounts
- Ensuring weekly banking of all cash and cheque receipts
- Recording and coding petty cash expenditure
- Reconciling the petty cash float and preparing postings to the finance system
- Regularly bank ticket office, merchandise sales and fundraising income
- Use the online banking system to arrange payments, check balances, transfer monies between accounts

VAT and tax

- Ensuring the correct VAT treatment of all monies
- Assist with preparation and submission of HMRC Section 23 Returns (for entertainment agents).

Other

- Work closely with the rest of the Finance and Resources team to ensure the delivery of an efficient and joined up service to Lyric staff, contractors, suppliers, freelance workers, hirers and visitors
- Help collate information for the annual audit
- Assist with processing the post for the Finance and Resources team and deal with departmental telephone queries

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.
- Ensure all capital works contribute to the Lyric's goal of being net-carbon zero by 2030.
- To act always in the best interests of the Lyric Hammersmith Theatre
- To undertake any other duties as agreed with the Director of Finance & 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

Skills & Aptitudes

- Strong basic numeracy skills with a high level of attention to detail and accuracy when handling financial figures and data entry.
- Proficiency in Microsoft Office (particularly Excel and Word) and comfort using digital tools/software.
- Clear written and verbal communication skills, with the ability to respond professionally to enquiries via email, phone, and in person.
- Ability to manage daily task routines (e.g., inbox management, logging receipts) and meet recurring deadlines while balancing work and study commitments.
- A proactive, "can-do" approach to resolving queries (e.g., invoice or payment discrepancies) and a willingness to ask questions to learn.

Personal Qualities & Values Alignment

- Ability to work collaboratively within a small team and build positive relationships with internal colleagues, suppliers, and visitors.
- High standard of personal integrity and the ability to handle sensitive financial and payroll data confidentially.
- Demonstrable commitment to promoting equality, diversity, anti-racism, and inclusion in the workplace.
- Alignment with Lyric Values: Enthusiasm for serving the West London community and a willingness to engage with the theatre's mission and creative output.

Qualifications & General

- Minimum GCSE Grade 4/C (or equivalent) in English and Mathematics.
- Eligibility to undertake an approved UK apprenticeship programme (including proof of right to work in the UK).
- This role is suitable for someone either looking for a Finance Apprenticeship or self-study one of the AAT accounting qualifications:
 - Level 2: No previous accounting qualifications or experience required.
 - Level 3: Completed AAT Level 2
 - Level 4: Completed AAT Level 3

Desirable Criteria

Knowledge & Experience

- Prior experience or familiarity using accounting software (e.g. Xledger, Xero, Sage, or Quickbooks).
- Basic understanding of purchase ledger, sales ledger, cash handling, or bookkeeping principles.
- An interest in the performing arts, non-profit sector, or subsidised cultural institutions.

- Previous experience in a customer service, administrative, or retail/hospitality role involving cash handling or query resolution.

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.