

Applicant Ref: 26LT03____
(Office use only)

LYRIC

APPLICATION FORM

FINANCE MANAGER (MATERNITY COVER)

Thank you for your interest in this position. To apply, please complete this Application Form, and the separate Equal Opportunities Monitoring Form.

Please submit a completed Application form by email to recruitment@lyrictheatre.co.uk with reference 26LT03 in the subject by Midday on Tuesday 3rd March 2026. Lyric Theatre reserve the right to amend the closing date of the process if required for operational reasons. Applications received after the closing date may not be accepted.

The Equal Opportunities Form can be submitted online and [is available here](#). It is anticipated that Interviews will take place during week including 4th March 2026.

APPLICANTS, PLEASE NOTE

- Each section (1-5) of this Application Form must be fully completed.
- Applicants should particularly note the contents of the Job Description and demonstrate on their Application Form how they meet the criteria.
- The decision to shortlist will be based solely on the information you provide in this Application Form.
- Only applications containing all the information which has been sought will be considered.
- CVs will not be considered.
- Canvassing will disqualify.
- We will acknowledge receipt of Applications.
- We are planning face to face interviews at The Lyric Theatre. Should this not be possible, interviews will take place via Zoom.

The Lyric Theatre is an Equal Opportunities Employer

We particularly welcome applications from People of the Global Majority, disabled and LGBTQI+ candidates who are under-represented across the sector.

- **The Lyric Theatre is an Equal Opportunities Employer**
We particularly welcome applications from People of the Global Majority, disabled and LGBTQI+ candidates who are under-represented across the sector.
- **Guaranteed Interview Scheme:**
We are committed to fostering an inclusive workplace and actively supporting under-represented groups. If you identify as disabled and meet **all essential criteria** for this role, you may request to be considered under our Guaranteed Interview Scheme, and we will guarantee you an interview. Please indicate this on your application form.

Please note: this scheme guarantees an interview only — all appointments are made strictly on merit.

Section 1: PERSONAL DETAILS

Just some basic bits to make sure we can contact you about progressing your application.

Surname	
Forename:	
Title:	
Home Address:	
Tel Number (Daytime):	
Email Address:	
Current Employer (If applicable)	

Section 2: ESSENTIAL CRITERIA (AND DESIRABLE, IF APPLICABLE)

Please give us some detail explaining how you meet each of the criteria. Dates and specific examples would be super helpful.

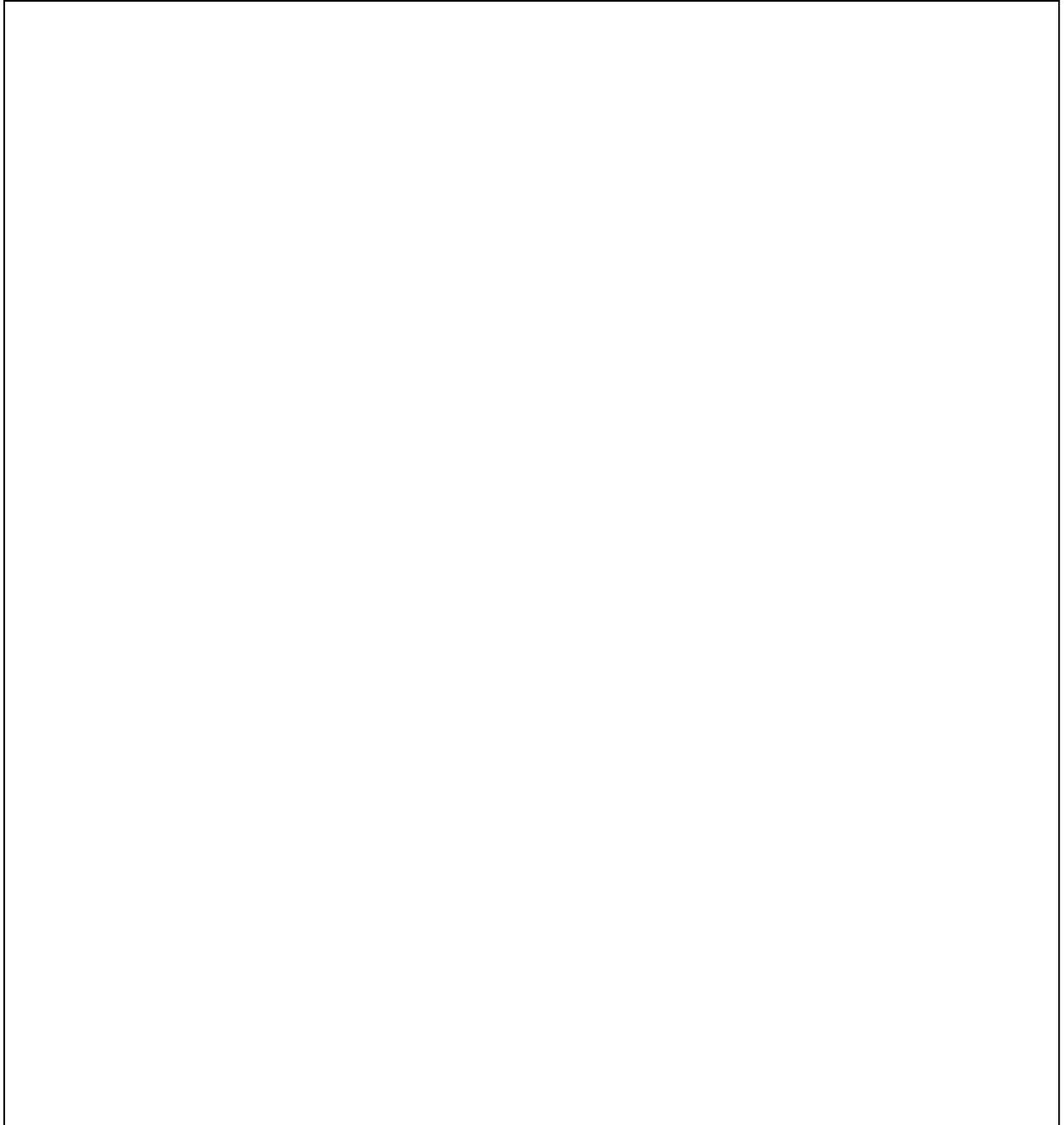
Essential Criteria – Please demonstrate by providing evidence and examples of the following:

1. Professional Experience

- Minimum of three years' experience in the finance department of a complex commercial or not-for-profit organisation with a turnover in excess of £2.5 million.
- Qualified Accounting Technician or part-qualified accountant OR a minimum of 5 years' experience will be accepted in lieu of a qualification.
- Experience in all aspects of financial and management reporting - producing management accounts, year-end statutory accounts, reporting to budget holders, reconciliation procedures etc.
- Experience of processing payroll and working knowledge of PAYE and VAT.
- Experience of using Sage Line 50/Sage Payroll or a similar accounting/payroll package

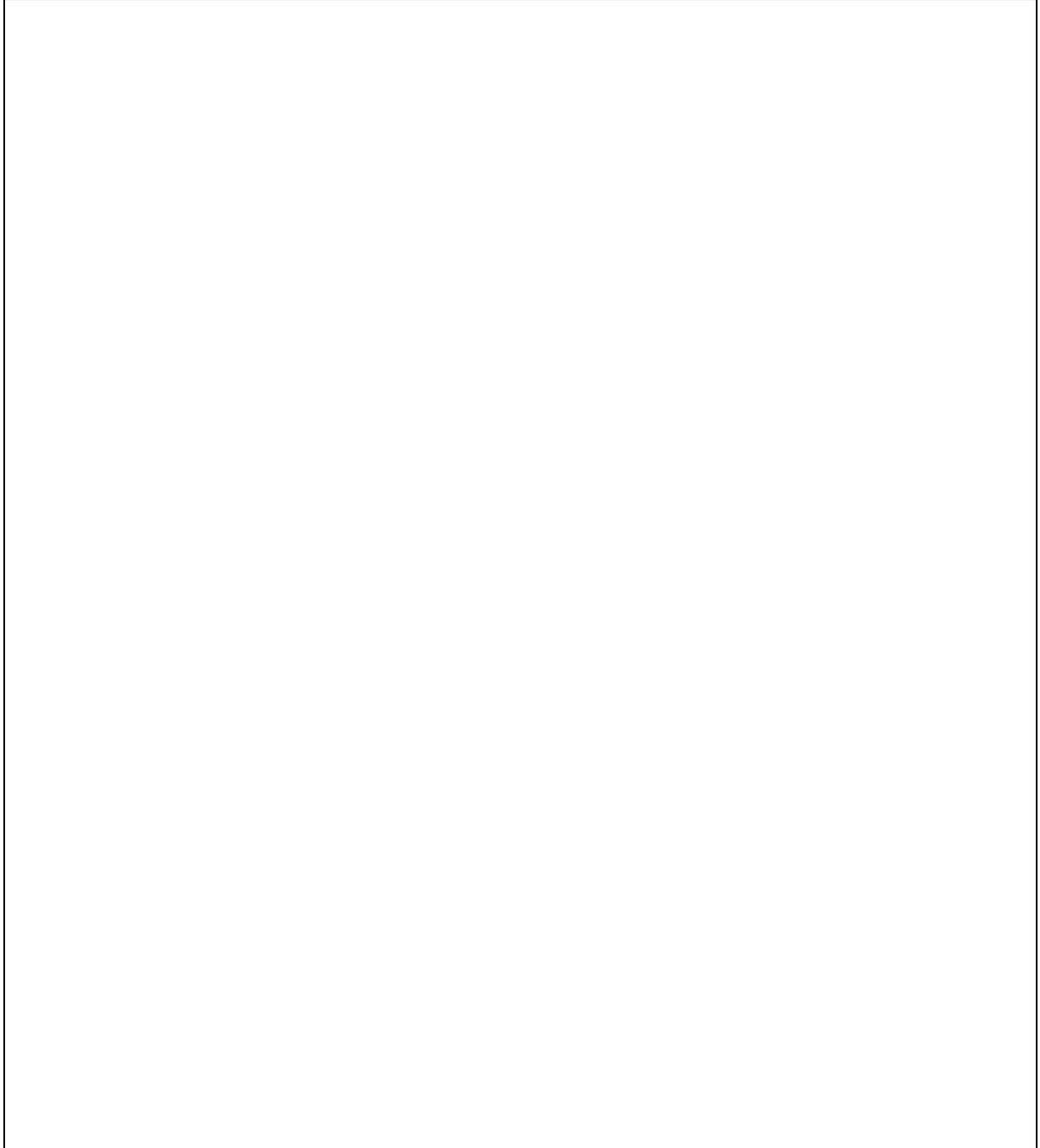
2. Other Experience

- Staff management and working as part of a team.
- A natural problem solver with the ability to multi-task
- The ability to mentor, motivate and encourage a small team



3. Skills

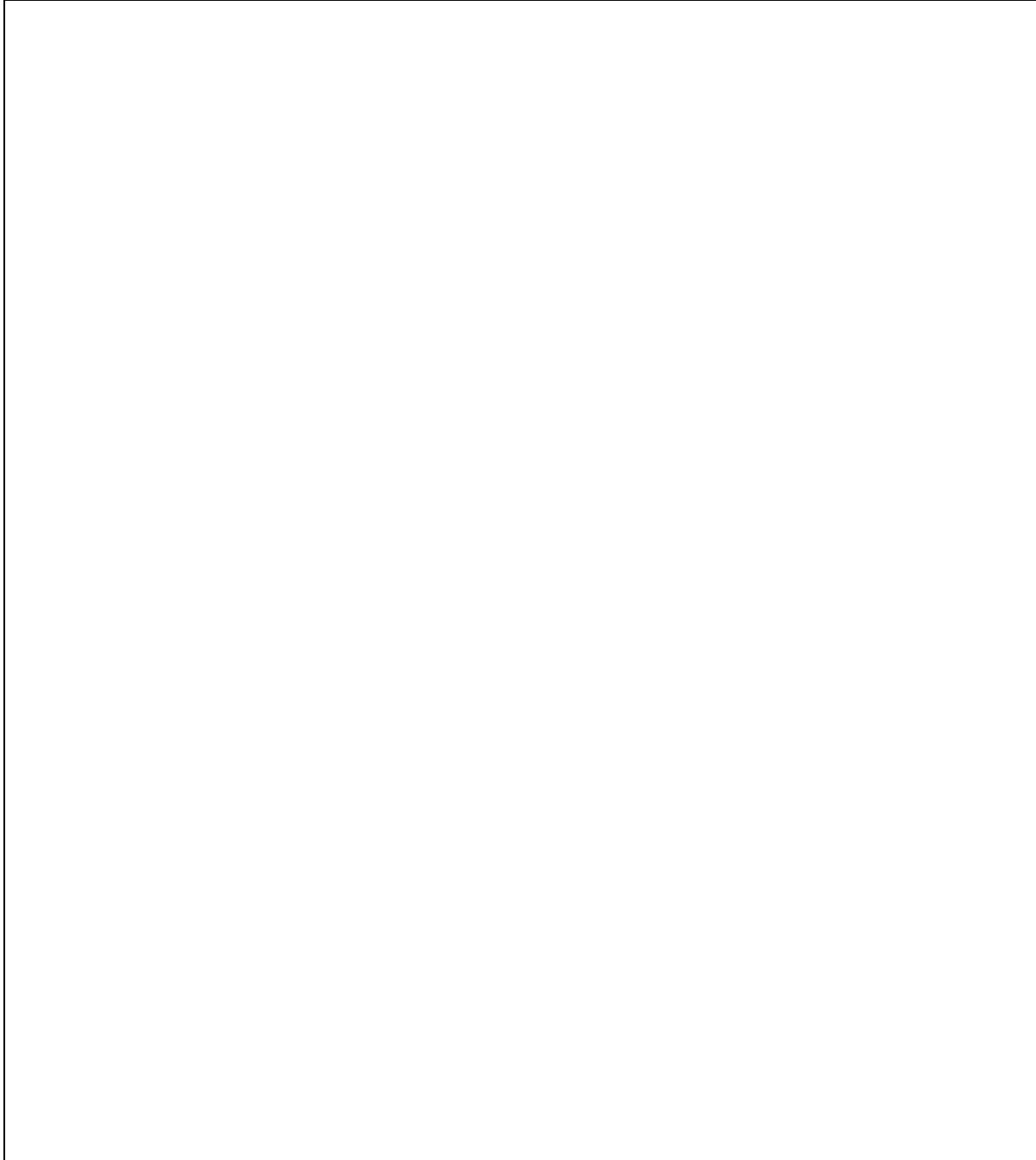
- Proficient in the use of Microsoft Office, including intermediate or advanced Excel Skills;
- Strong inter-personal skills, with excellent written and verbal communication skills.
- Natural aptitude for figures and attention to detail



LYRIC

Desirable Criteria – Please demonstrate by providing evidence and examples of the following (if applicable):

- Demonstrable interest in theatre and the arts
- Experience with contract interpretation and settlement
- Experience of people and budget management

A large, empty rectangular box with a thin black border, intended for the applicant to provide evidence and examples for the criteria listed above. The box is currently blank.

Section 3: REFERENCES

Please name two referees (not relatives) at least one of whom should have knowledge of your present/most recent work and be in a supervisory/managerial capacity. We will not contact them until AFTER you have accepted a conditional offer with us and will wait until you have confirmed we can go ahead.

Name:		Name:	
Job Title:		Job Title:	
Company / Organisation:		Company / Organisation:	
Address:		Address:	
Postcode:		Postcode:	
Daytime Telephone No: (Please Include dialling code)		Daytime Telephone No: (Please Include dialling code)	
Email address:		Email address:	

NB: Whilst the information given in this application is confidential, applicants are advised that legal processes may require the organisation to disclose the form to certain statutory bodies and, in some circumstances open Tribunal.

Section 4: Additional information

Do you have the right to work permit in the UK?	Yes / No
Do you require any special arrangements to be made to assist you if called for the interview (If yes, please specify below)	Yes / No
Is there any reason you cannot work in regulated activity? (If yes, please specify below)	Yes / No
Guaranteed Interview Scheme Do you wish to be considered under the Guaranteed Interview Scheme <i>(for disabled applicants who meet all essential criteria)</i> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, please confirm:</i> <input type="checkbox"/> I confirm that I identify as disabled and meet all essential criteria for this role.	
Please note: Any offer of employment is subject to an appropriate pre-employment checks, including right-to-work verification and, where required, an Access NI check.	

Section 5:

DECLARATION

I confirm that the information provided in this application is truthful and accurate. I have omitted no facts that could affect my employment. I understand that any false misleading statements could place any subsequent employment in jeopardy. I understand that any employment entered into is subject to documentary evidence of my right to work in the UK and satisfactory references. I expressly consent to personal data contained within this form being recorded for the purposes of assessing suitability for the post and may form the basis of any subsequent personnel file.

Signed: _____

Print Name: _____

Date: _____

The Lyric Theatre will process the personal data that you have supplied on this application form in accordance with the terms of the privacy notice for job applicants which is included with your recruitment pack. The Company will only process your personal data where it has a lawful basis for such processing.