

The image shows the exterior of a modern building at dusk. A large, illuminated sign with the word "LYRIC" in a bold, sans-serif font is mounted on a wooden panel above a set of concrete stairs. The stairs are lit from below, and two people are walking up them. To the right, a glass-enclosed staircase leads to an upper level. The building's facade is a mix of brick and wood paneling. The sky is a deep blue, and the interior lights of the building are visible through the glass. The overall atmosphere is modern and professional.

LYRIC

FINANCE MANAGER (MATERNITY COVER)

Job Description & Application Information

WHO WE ARE

The Lyric Theatre enjoys a special place within Northern Ireland's artistic landscape. As a prolific production house, the Lyric is the beating cultural heart of Northern Ireland – inspiring and entertaining audiences with both new and established plays and helping to launch the careers of some of our most famous actors, directors, and playwrights. The Lyric is a playhouse for all. We are a shared civic space for artists and audiences alike; a creative hub for theatre-making, nurturing talent and promoting the critical role of the arts in society.

As Northern Ireland's only full-time producing theatre, each year we produce 9 or 10 full-scale productions, 2 of which run concurrently at Christmas. We also receive visiting work from touring companies. We stage some 400 performances each year and are the largest employer of theatre practitioners in Northern Ireland. Our modern theatre opened in 2011 and consists of the 390-seat main stage and the 124-seat flexible Naughton Studio. In recent years, the theatre won 4 Irish Theatre Awards, was voted NI's most welcoming theatre, staged co-productions with the Abbey Theatre, Soho Theatre and the Dublin Theatre Festival and toured to New York, London, Glasgow, and Dublin. In 2022, we won Best Play Revival for *Translations* with Abbey Theatre at the UK Theatre Awards, in addition to our Creative Learning department winning Excellence in Arts Education. In 2023 we won Theatre of the Year at The Stage Awards, and Business Contribution to the LGBTQIA+ Community at the GNI Mag Awards.

There are two group companies. Lyric Theatre NI (The parent company) is a company limited by guarantee and a registered charity and is also the owner and operator of the theatre and the primary recipient of grant funding. Lyric Players Theatre Productions Limited is a wholly owned subsidiary of Lyric Theatre NI and is responsible for producing professional theatre productions and the operation of food and beverage operations within the theatre. The combined turnover of the two companies is in excess of £4.5million and employ more than 100 employees. For more information on the Lyric Theatre, visit www.lyrictheatre.co.uk.

OUR MISSION

We are a shared civic space for artists, arts workers, and audiences alike; a creative hub for theatre-making, nurturing talent and promoting the role of the arts in society. Our mission is to *create, entertain, and inspire*.

OUR VALUES

We are welcoming: The Lyric Theatre is an inclusive and accessible space for all: a creative place to play, learn, question, and explore.

We are nurturing: Our goal is to galvanise, and empower all those who work in the arts, whilst nurturing new generations of talent through the Lyric Drama Studio and our Creative Learning and New Writing programmes.

We inspire and entertain: We aim to provide theatre experiences that entertain and inspire; challenging audiences to explore their own and other stories.



JOB DESCRIPTION

JOB TITLE

Finance Manager (Maternity Cover)

LOCATION

Lyric Theatre, Belfast

CONTRACT

Fixed Term Contract – 6 months.

Notice period : 1 month.

PROBATION

3 months

ANNUAL LEAVE

20 days per annum plus Bank Holidays (up to 11 days)

REPORTING TO

Head of Finance

WORKING HOURS

30 hours, 4 days a week, Monday through Friday, 9-5, with occasional evening and weekends

PURPOSE OF THE POST

The Finance Manager plays a key role within the Finance & Corporate Services team, leading the finance function and ensuring robust financial management across the organisation. This includes overseeing financial operations for our in-house and Visiting Company programme, as well as commercial services such as the Café Bar and Kiosk, Box Office, and Scenic Construction Workshop.

The post holder will be responsible for managing the core functions of the Finance department, supervising the finance team's daily operations, and producing accurate, timely, and insightful management accounts.

This role offers an excellent opportunity for professionals looking to advance or solidify their career in accounting and financial management, with exposure to broader commercial functions, including HR, IT, Risk, and Governance.

BENEFITS

Of course, we provide all the standard entitlements like an employer-contributed pension and statutory pay for sickness, maternity, and paternity leave, but we also have some extras:

- Additional paid day off for your birthday
- Access to a free, confidential counselling service through our Employment Assistance Programme.
- Free beverages from our café/bar.
- Discounted food from our café/bar.
- Free tickets for Lyric productions.
- Free period products in all bathrooms.

There are a range of other elements that make the Lyric a unique and enjoyable place to work:

- **Beautiful environment:** Enjoy breaks on our River Terrace.
- **Prestigious theatre:** Work with well-respected and talented theatre professionals in a multi-award-winning theatre known for high-quality productions.
- **Commitment to wellbeing:** Access to Mental Health First Aiders and a supportive work environment.
- **Inclusive culture:** We've rolled out initiatives like being breastfeeding-friendly, providing free period products in our bathrooms, participating in Belfast Pride, and providing BSL training.
- **Staff involvement:** Engage through our Staff Council and Suggestion Box.

MAIN DUTIES AND RESPONSIBILITIES

Finance Operations

- Manage the day-to-day financial transactions and finance team operations, including sales ledger, purchase ledger, fortnightly payment runs, credit control, banking, credit cards, and petty cash.
- Oversee financial processes related to café bar, front of house, box office, and scenic workshop income and expenditure, producing regular performance reports and investigating variances.
- Oversee monthly and weekly payroll, ensuring reconciliation and payment of Income Tax, National Insurance, and pension schemes.
- Prepare and submit quarterly VAT returns and other statutory financial reports and surveys.
- Maintain, update, and manage the theatre's accounting systems and databases.
- Manage financial tracking for productions, workshops and tours including budget v actual reporting.
- Oversee box office income reconciliation, ensuring it is accurately recorded.
- Ensure proper allocation and financial oversight of grants, donations, sponsorship, and gift aid income.
- Preparation of Visiting Company settlements, contract interpretation, and contra agreements.

Financial Management and Reporting

- Produce accurate, timely, and informative financial reports, including month-end close, quarterly management accounts, and variance analysis.
- Reconcile balance sheet accounts, prepare trial balances, and consolidate company accounts for presentation to the SMT and Board
- Lead on the compilation of budgets, cash-flow forecasting, and financial reports.
- Oversee budget management and Budget vs. Actual (BvA) reporting across departments.
- Manage the preparation of statutory annual financial statements and lead the external audit process.
- Provide ad hoc financial analysis and insights to support decision-making.

Grant, Compliance & Risk Management

- Assist with grant applications, funding reports, and financial documentation for funders.
- Ensure compliance with financial regulations, tax laws and guidelines, and funding requirements.
- Manage Theatre Tax Relief (TTR) claims and other tax benefits available to the theatre.
- Oversee fixed asset management, including acquisitions, disposals, and security of assets.

Team Leadership & Relationship Management

- Lead, develop and mentor the finance team, ensuring high performance and continuous improvement.
- Work closely with managers and budget holders to provide financial insights and improve budget management.
- Liaise with auditors and other external stakeholders on financial matters.
- Collaborate with HR and IT teams to ensure smooth payroll and financial systems integration.

General Duties

- Act as a signatory on the theatre's bank and credit card accounts within agreed limits.
- Contribute to the theatre's strategic financial planning and sustainability efforts.
- Ensure compliance with the theatre's policies on health & safety, equality, and confidentiality.
- Perform other reasonable duties as required by the Head of Department.

PERSONNEL SPECIFICATION

Essential Criteria

1. 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.
2. Qualified Accounting Technician and/or part-qualified accountant OR a minimum of 5 years' experience will be accepted in lieu of a qualification.
3. Experience of staff management and working as part of a team.
4. Experience in all aspects of financial and management reporting - producing management accounts, year-end statutory accounts, reporting to budget holders, reconciliation procedures etc
5. Experience of processing payroll and working knowledge of PAYE and VAT
6. Experience of using Sage Line 50/Sage Payroll or a similar accounting/payroll package
7. Proficient in the use of Microsoft Office, including intermediate or advanced Excel Skills;

Desirable Criteria

1. Demonstrable interest in theatre and the arts
2. Experience with contract interpretation and settlement
3. Experience of people and budget management

Personal Qualities

Successful applicants will be able to demonstrate the following qualities:

1. Strong inter-personal skills, with excellent written and verbal communication skills.
2. An enthusiastic and flexible approach to work
3. The ability to mentor, motivate and encourage a small team
4. A natural problem solver with the ability to multi-task
5. The ability to prioritise and manager time effectively
6. Natural aptitude for figures and attention to detail

HOW TO APPLY

Please complete and submit our **Application Form**, available on our [website here](#), quoting the reference 26LT03 in the subject heading, to recruitment@lyrictheatre.co.uk.

You must also complete our **Equal Opportunities Monitoring Form** by [clicking this link](#) and entering the same reference 26LT03.

Failure to complete and submit an application form that demonstrates how you meet the criteria will result in your application being disqualified. Canvassing will disqualify.

Closing Date

Midday on **Tuesday 3rd March 2026**. We reserve the right to extend the application deadline, if required, to ensure a comprehensive selection process and attract a strong pool of candidates.

Accessibility

If you require the application in a more accessible format or would like to discuss your application further, please contact recruitment@lyrictheatre.co.uk as soon as possible. We will endeavour to assist with your requests.

Shortlisting

Only those applicants who appear, from the information provided, to be the most suitable in terms of the selection criteria may be called for interview. It is the applicant's responsibility to demonstrate clearly in their application **how** they satisfy the published selection criteria. It is essential that applicants provide evidence of **how** they meet the selection criteria, giving examples and specifying exact dates as appropriate. All applications for employment are considered strictly based on merit.

Interviews

Interviews are planned for week including **Wednesday 4th March 2026**

Disclosure

1. If you are successful after shortlisting, depending on whether you will be working with children and/or vulnerable adults, you will be required to undergo an ACCESS NI check.
2. If you are required to undergo an Access NI check, a copy of their Code of Practice will be made available to you.
3. You will also be required to disclose any unspent criminal convictions as defined by The Safeguarding Vulnerable Groups NI Order 2007 & The Rehabilitation of Offenders (NI) Order 1978. The Lyric theatre has a policy on the Recruitment of Ex-Offenders which can also be made available to you.
4. Disclosure of a criminal record will not necessarily be a bar to obtaining the position within the Lyric theatre. You will, however, be asked to disclose if there is any reason why you cannot work in regulated activity with children or vulnerable adults.

The Lyric Theatre is an Equal Opportunities Employer.

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

LYRIC

