BACKGROUND

The Lyric Theatre is Northern Ireland’s only full-time producing theatre.

Established in 1951, the Theatre was born when Mary and Pearse O’Malley transformed the back rooms of their house in Derryvolgie Avenue into a drama space. In the 1960s the scale of work expanded considerably and the Lyric Players became a non-profit making organisation with the aim of building a new theatre. In 1968, a new Lyric Theatre opened on Ridgeway Street on the banks of the River Lagan.

Over the next 50 years the Lyric established itself as Northern Ireland’s leading producing theatre, premiering the works of playwrights such as Stewart Parker, Martin Lynch, Marie Jones and Christina Reid. Their works were often performed by some of Northern Ireland’s finest performers, including Adrian Dunbar, Dan Gordon, Conleth Hill, Ciaran Hinds, Stella McCusker, Frances Tomelty and the Theatre’s patron, Liam Neeson.

In 1998 the Board of the Theatre took the decision to redevelop the then dilapidated building which struggled to provide adequate facilities for the more modern productions. After many years of lobbying, substantial grants were approved by the Department of Culture, Arts and Leisure, The Arts Council of Northern Ireland and Belfast City Council and a major fundraising campaign was launched.

The new £18.1m state-of-the-art theatre opened its door on 1st May 2011 to critical acclaim, both for the architecture of the theatre itself and for the quality of the productions on the stage. Within its first three years of opening it collected 16 awards for the theatre and its work.

The new theatre includes the 390 seat Northern Bank Stage, the 124 seat flexible Naughton Studio and a modern rehearsal room; all enhanced with attractive hospitality spaces. Behind the scenes there are state-of-the-art dressing rooms, stage technical facilities, wardrobe department and spacious office accommodation.

Each year we produce between 9/10 full-scale productions, 2 of which run concurrently at Christmas. We also receive visiting work from touring companies, most of which plays in the Naughton Studio. In 2014/15 we staged 394 performances of 65 different productions across 2 stages. 63% of performances were of our own work. We are the largest employer of theatre practitioners in Northern Ireland.
In 2015 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 London, Glasgow, Dublin and Letterkenny.

There are two group companies. The parent company (Lyric Theatre NI) is a company limited by guarantee and a registered charity. Lyric Theatre NI is the owner and operator of the theatre and is 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 in 2015/16 is in excess of £3million. The two companies employ in excess of 70 employees.

For more information on the Lyric Theatre visit [www.lyrictheatre.co.uk](http://www.lyrictheatre.co.uk).

**PURPOSE OF THE POST**

The Finance Manager is a key position within the finance team, responsible for managing many of the core functions of the department. Their primary role is to support the Head of Finance in the preparation and reporting of accurate and timely management accounts, the analysis of variances and financial reporting and are responsible for supervising the work of the Finance Assistant.

This is an excellent opportunity for an enthusiastic individual looking to take the next step or consolidate their career in accounting and financial management.

**REPORTING TO**

Head of Finance

**RESPONSIBLE FOR**

Supervising the work of the Finance Assistant

**KEY DUTIES AND RESPONSIBILITIES**

- To support and work closely with the Head of Finance to provide accurate, timely and informative financial information to the Executive Producer, Chief Operating Officer and board.

- To supervise and mentor the Finance Assistant

- To act up in the absence of the Head of Finance
MAIN DUTIES AND RESPONSIBILITIES

Financial Management and Control

- Timely and accurate preparation of regular Management accounts for Lyric Theatre NI for review and approval by the Head of Finance including:
  - Reconciliation of all balance sheet accounts
  - Preparation of analysis as necessary
  - Reporting on significant variances
  - Preparation of trial balance

- Management of financial processes relating to the café bar and front of house income and expenditure including the preparation of regular performance reports, the investigation of variances and identifying and recommending improvements

- Management, control and processing of fixed assets within the company including additions, disposals and security of assets

- Management of payroll including the preparation and processing of weekly and monthly payroll for Lyric Theatre NI and Lyric Players Theatre Productions for review by the Head of Finance including:
  - the operation of an effective wages/salary payment system by BACS, cheque or cash as appropriate;
  - reconciliation and payment of Income Tax, National insurance and pensions schemes as appropriate, and Union Dues as necessary;

- Management of pension schemes

- Management and reporting of Gift Aid

- Preparation and processing of monthly creditors payments including supplier statement reconciliations and investigation of anomalies for review

- Supervision and mentoring the Finance Assistant

- Supervision of cash handling procedures for all income, the supervision of Box Office and Front of House floats’ replenishment as required;

- Supervision and maintenance of systems for NI Petty Cash payments and floats;

- To be responsible, in conjunction with the Head of Finance, for maintaining all mechanisms of financial control, and ensuring adherence, by all theatre staff, to budgets and to the financial regulations of the Trust.

- With the Head of Finance, to ensure the smooth running of the finance function.

- to be a signatory on the theatre’s bank account up to agreed limits;
Other

- to observe the strictest confidentiality at all times;
- to comply with the theatre’s policies and practices on health and safety, and equal opportunities; and
- to undertake other duties as may reasonably be required.

This list is for guidance only and is not exhaustive. The post holder will also be required to carry out other reasonable duties as required by the Head of Finance or the Chief Operating Officer.

ESSENTIAL CRITERIA

1. Minimum of three years’ experience in a busy finance department
2. Qualified Accounting Technician or part-qualified accountant or a minimum of 5 years’ experience will be accepted in lieu of a qualification.
3. Experience of processing payroll and working knowledge of PAYE and VAT
4. Experience of using Sage Line 50/Sage Payroll or a similar accounting/payroll package
5. Experience in all aspects of financial and management reporting - producing monthly management accounts and year-end statutory accounts, reporting to budget holders, reconciliation procedures etc.

DESIRABLE CRITERIA

1. Demonstrable interest in theatre and the arts
2. Knowledge of auto enrolment

PERSONAL QUALITIES

Successful applicants will be able to demonstrate the following qualities

1. Excellent communication skills
2. An enthusiastic approach to work
3. The ability to in a constructive manner within a small team
4. A natural problem solver
5. A good time manager
6. Natural aptitude for figures and attention to detail.
JOB TITLE

This title of this post is **Finance Manager**.

LOCATION

The post is based at the administration offices at 55 Ridgeway Street, Belfast, BT9 5FB.

PAY SCALE

Annual Salary of up to **£22,500 per annum**

CONTRACT

The position is permanent and full-time. The notice period is 1 month.

PROBATIONARY PERIOD

The appointment will commence with a probation period of six months which may be terminated at a month’s notice by either side during the period. During this time the organisation reserve the right to dismiss the employee for unsatisfactory performance without recourse to the disciplinary procedure.

ANNUAL LEAVE

20 days discretionary plus bank/public holidays. There may be occasions when it is required to work on a public or bank holiday for which a day in lieu will be given.

WORKING HOURS

The standard working week will be 37.5 hours over 5 days however due to the nature of this position some degree of flexibility is required from the post holder to meet the demands of the theatre’s schedule.

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.
HOW TO APPLY

To apply please submit your CV demonstrating how you meet the essential criteria and desirable criteria (if applicable) together with an Equality Monitoring form addressed to cat.rice@lyrictheatre.co.uk or

The Monitoring Officer, Lyric Theatre, 55 Ridgeway Street, Belfast, BT9 5FB.

CLOSING DATE

The closing date for receipt of CV’s is Friday 14th October 2016 at 5pm.

Failure to complete and submit a CV that demonstrates how you meet the criteria will result in your application being disqualified. Canvassing will disqualify. Late applications will not be considered.

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 CV 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 on the basis of merit.

INTERVIEWS

It is proposed that interviews for this post will be held in the week commencing 17th October 2016 or week commencing 23rd October 2016.

The Lyric Theatre is an Equal Opportunities Employer