



FINANCE & ADMIN ASSISTANT

*Job Description and
Application Information*

BACKGROUND

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. Our mission is to create, entertain, and inspire.

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.

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 £2.9 million. The two companies employ in excess of 80 employees.

For more information on the Lyric Theatre, visit www.lyrictheatre.co.uk.

PURPOSE OF THE POST

The Finance & Admin Assistant is a core member of the Finance & HR team and will assist with many of the key functions of the department including Purchase Ledger and Payroll and will work closely with departments across the theatre.

This is a new role, which has been created as part of an expansion of the finance function within the theatre, and the consolidation of Finance, Human Resources and Corporate Services, in the interests of improving and integrating these functions within the wider Lyric team. The team currently includes the Head of Finance & HR, Finance Officer (p/t), Finance & HR Assistant, and Finance Assistant (p/t).

This is an excellent opportunity for an enthusiastic individual looking to take the next step or develop their career in accounting within the unique environment of a full-time producing theatre. Although predominantly working within finance, there will be opportunities to gain experience in other areas within the team. The role will be fully supported by the Head of Finance & HR, giving an opportunity for mentorship, advancement and growth within the wider corporate services function.

JOB TITLE

The title of this post is **Finance & Admin Assistant**.

REPORTING TO

Head of Finance & HR

RESPONSIBLE FOR

The post holder will assist with many of the key functions of the department including Purchase Ledger, Payroll, and Administration.

LOCATION

The post is based at the Lyric Theatre, 55 Ridgeway Street, Belfast, BT9 5FB.

PAY SCALE

The post will attract a salary of £18,000-20,000 per annum, depending on experience. Study support will be provided for those wanting to undertake further professional accountancy examinations.

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 nine 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 (currently 11 days). 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 WEEK

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.

MAIN DUTIES AND RESPONSIBILITIES

Finance

- Purchase Ledger maintenance including processing supplier invoices, fortnightly payment runs, supplier statement reconciliations, investigation of anomalies for review etc.;
- Implementing the process for new suppliers and customers;
- Assisting with daily sales transactions across Box Office and Front of House, in an accurate and clear manner and to prepare all cash for banking, when required;
- Preparation of daily floats for all points of sale, when required;
- To uphold the organisations system of controls and procedures surrounding the handling of cash;
- Assisting with preparation of year end accounts and external audit requirements;
- To support and work closely with the other members of the Lyric team to provide accurate, timely and informative financial information.

Payroll

- Assisting with the preparation and processing of weekly and monthly payroll;
- Maintenance of accurate records in relation to payroll, tax and national insurance;
- Processing new starters, leavers, statutory leave etc.;
- Handling of employee queries and information requests;
- Assisting with the maintaining of the Company's Auto-Enrolment and Company Pension schemes.

HR Administration

- Following the process for New Starters and Leavers, as appropriate;
- Following the process for annual leave, sickness and other leave;
- Assist with accurate HR record-keeping in relation to training, health and safety, absences etc.

Other

- To communicate effectively with internal and external contacts;
- To observe the strictest confidentiality at all times;
- To comply with the theatre's policies and practices on health and safety and equal opportunities;
- 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 & HR.

ESSENTIAL CRITERIA

- At least 1 years' experience in a similar role in a busy office/finance function;
- Holder of, or currently studying towards, a professional accountancy qualification (e.g. IATI, ACCA) or a minimum of 2 years' experience in a similar role;
- Experience of using Sage or a similar accounting package;
- Experience of Payroll processing using Sage Payroll or a similar payroll package;
- Proficient in the use of Microsoft Office, including intermediate or advanced Excel Skills;
- Ability to achieve a high level of accuracy and work to strict deadlines;

DESIRABLE CRITERIA

- Experience in Human Resources Administration;
- Experience of working in the voluntary/charity sector;
- Experience of the Management Accounts process.

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 plan and manage their own workload;
4. A natural problem solver with the ability to multi-task;
5. The ability to prioritise and plan their time effectively;
6. Natural aptitude for figures and attention to detail.

HOW TO APPLY

To apply, please submit your **CV** and **Cover Letter** demonstrating how you meet the essential criteria and desirable criteria (if applicable). Included with your application should be the details of two people, not related to you, to whom references may be obtained (including names, address, email, phone number and occupation). One of your **referees** must be your current or most recent employer. Also, a completed **Equal Opportunities Monitoring Form**, which can be downloaded from the Lyric Theatre website.

Please send your CV, Cover Letter, References and Equal Opportunities Monitoring Form to recruitment@lyrictheatre.co.uk or to The Monitoring Officer, Lyric Theatre, 55 Ridgeway Street, Belfast, BT9 5FB. Failure to complete and submit a covering letter that demonstrates how you meet the criteria will result in your application being disqualified. Canvassing will disqualify.

CLOSING DATE

The closing date for receipt of applications is **Monday 24th January 2022, at 12 pm**. Late applications may 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 and Cover Letter how they satisfy the published selection criteria. Applicants must 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 **24th January 2022**. If you cannot make an offered interview time, we may not be able to give you an alternative.

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 Black, Asian and Minority Ethnic (BAME), disabled and LGBTQI+ candidates who are under-represented across the sector.