



JOB DESCRIPTION

Job Title:	Finance and Administration Coordinator
Reporting To:	Executive Producer
Salary:	£28,000
Place of Work:	436 Lewisham High Street, SE13 6LJ
Holidays:	20 days per annum <i>plus</i> bank holidays
Hours:	Full Time (35 hours) per week The nature of work in this field will sometimes necessitate unsociable hours. This post holder will be expected to work flexible hours when required, for which Time Off In Lieu (TOIL) will be given.
Terms:	Permanent Contract.

As this post involves working with/contact with young people, any offer of employment will be confirmed following the company's procedures and policies with regards to obtaining references and enhanced disclosure status.

JOB PURPOSE

The Finance and Administration Coordinator is a key and varied role at LYT that underpins the smooth running of the organisation. Responsibilities are spread across organisational operations, communication, finance and recruitment, providing the post-holder with direct impact on LYT's project delivery for young people aged 8-25.

The Finance and Administration Coordinator is responsible for:

- **Communications:** Coordinating and delivering effective communications with young people, parents/carers, freelancers, volunteers and the wider public.
- **Project Administration:** Coordinating registration, monitoring and evaluation systems, reporting, HR administration and box office operations.
- **Financial administration:** Leading on bookkeeping and payroll processing.
- **Operational coordination:** Managing office supplies and Health and Safety compliance within the building.
- **Volunteer Management:** Recruiting, allocating and supporting volunteers across programmes.

About Lewisham Youth Theatre (LYT):

LYT makes creatively challenging and socially impactful theatre with young artists aged 8-25, providing a space where they can develop the skills, ambitions and agency to fulfil their potential. Since 1987, we have provided free and inclusive drama, performance and technical theatre programmes, drawing

together young people from across Lewisham's diverse communities. LYT is a sector leader in engaging and empowering young people's leadership and nurturing emerging talent. LYT provides a friendly and supportive staff team of creative professionals committed to making a real difference in the lives of local young people through powerful art.

MAIN DUTIES AND RESPONSIBILITIES

The Finance and Administration Coordinator will support the smooth running of the organisation and the project delivery through the following tasks and responsibilities:

Communications:

- Serving as the first point of contact via email for the organisation, responding to enquiries and directing queries to the appropriate team members.
- Supporting LYT's recruitment and registration process for young people across all projects
- Preparing and distributing mail-outs and communications to parents/carers and young people.
- Maintaining and updating monitoring databases for all participants and stakeholders (currently using Substance Views and Airtable).
- Liaising with partner organisations, including schools, youth services and arts organisations, as required.
- Maintaining and updating LYT's website using Wordpress and relevant booking systems for ticketed events.

Project Administration:

- Liaising with the project leaders to coordinate and respond to the administrative needs of each project
- Preparing and maintaining workshop registers and folders
- Accurately monitor young people's participation across all LYT projects using the Views database, ensuring evaluation systems are maintained and reporting requirements are met in a timely manner, line with funder deadlines.
- Coordinating box office and front of house booking systems for performances and events.
- Supporting print, online and social media marketing of activities.
- Inducting new staff into office systems, HR and health and safety onboarding.
- Supporting the pastoral care of young people during workshop sessions, alongside all staff, as required.
- Assisting with the collation of evidence for fundraising bids and reports (including monitoring, evaluation data, financial evidence and organisational documentation) and drafting bids when required.
- Representing LYT at external events.

Operations:

- Taking accurate minutes of staff meetings, and Council of Management meetings as required, and distributing them to the team in a timely manner.

- Maintaining and improving office organisational systems, ensuring documents, information and materials are accurately stored and easily accessible.
- Maintaining office scheduling and planning through Google Calendar and other systems, including organising meetings as required.
- Monitoring and managing stock of office and building materials (including cleaning supplies), liaising with staff to ensure that sufficient quantities of supplies are available as needed.
- Overseeing IT systems (including computers and printers), troubleshooting issues and coordinating external support when necessary.
- Managing unsold food donations (Co-Op), as required.
- Acting as the main point of contact for external contractors (including maintenance, printers, technology providers etc.), reporting and following up on issues as needed.
- Acting as lead contact for Health and Safety within the office.
- Reviewing and updating all organisational policies, ensuring they are up to date, in line with industry best practice and implemented throughout the organisation.

Finance Administration:

Supported by the Executive Producer, administrating LYT's financial systems through Xero bookkeeping software and petty cash. Responsibilities include:

- Recording and reconciling income and expenditure across bank and petty cash accounts.
- Drafting and issuing invoices to contractors and partner organisations.
- Processing Gift Aid claims, as required.
- Actioning payments via bank transfer, cheque and petty cash, ensuring the correct signatory process is followed in line with LYT's financial procedure.
- Coordinating payroll through Xero for employees and freelance staff on a timely basis, ensuring accurate PAYE deductions where applicable.
- Ensuring timely and correct payments to HMRC and NEST Pensions (monthly) and the appropriate end of year reporting is submitted.
- Keeping up to date with changes to tax, National Insurance and pension regulations, and implementing changes as necessary.
- Maintaining monthly records of budget actuals.
- Supporting the Executive Producer with budget monitoring and financial reporting.
- Assisting the Executive Producer in liaising with the Company's auditors, Council of Management, bankers and HMRC on financial matters.
- Undertaking cash banking, as required.

Volunteer Management:

- Recruiting volunteers and student placements to support LYT's core programmes.
- Inducting new volunteers and student placements. Providing ongoing support to enable them to complete their projects, including conducting midpoint check-ins and exit Interviews.
- Complete all associated administration relating to volunteers and student placements, including volunteer agreements and providing references as required.

To take on any other duties that may be reasonably allocated by the Executive Producer or Executive Creative Director.

Like all staff and volunteers at LYT, the Administrator will be expected to:

- Contribute to raising and maintaining the profile and reputation of the organisation within the local community, the professional arts community, amongst current and potential users, and with public, charitable and business funders.
- Ensure the Company's obligations under Health and Safety legislation are fulfilled.
- Actively uphold and implement all Company policies and procedures.

PERSON SPECIFICATION

Essential:

- Experience in administration for participatory programmes, ideally in charity, creative and/or youth settings.
- Proven track record in stakeholder communication and office management experience, including financial administration.
- Experience running PAYE and payroll.
- Proficient in Office 365 programmes (including Excel) and confident using online platforms (e.g. Google Drive), with the ability to use new finance and database systems independently following training.
- Knowledge of Wordpress and social media administration.
- Excellent written and verbal communication skills.
- Excellent interpersonal skills and ability to work successfully as part of a team.
- Highly organised, detail-oriented, and able to manage workload and set targets.
- An interest in the social and emotional development of young people through the arts.

Desirable:

- Using similar accountancy software to Xero
- Marketing across online, email and print channels.
- Experience with writing or collating evidence for fundraising bids and reports
- Experience working with young people and/or in arts related environments.
- Ability to thrive in a busy, multi-faceted environment.

HOW TO APPLY

If you would like to apply for the role, please complete our application form [here](#).

You can answer the application questions in a number of ways. Please pick the one that lets you to put your best foot forward.

- Video/audio application
- Written application (Word)

- Written application (Google Form)

In addition to the questions, the application form will instruct you to submit:

- A CV
- An [Equal Opportunities Monitoring Form](#)

For an informal conversation about the role, please email recruitment@lewishamyouththeatre.com to set up a call.

Closing Date for Applications: Wednesday 1st April 2026, 5pm.

We will interview candidates on a rolling basis, and may appoint before the closing date. **Please apply as soon as possible.**

For further info about LYT please view our website at: www.lewishamyouththeatre.com

Lewisham Youth Theatre particularly welcomes applications from sectors of the community under-represented in the field of youth arts, including those from Global Majority backgrounds and those with lived experience of the needs of our service users.

Lewisham Youth Theatre is a Registered Charity (no. 297075) and an Equal Opportunities employer.