

A romantic scene on a stage. A man and a woman are embracing and kissing. The woman is wearing a long, flowing pink dress and a green jacket. The man is wearing a white shirt and light-colored trousers. They are standing on a stage floor that is illuminated with a soft, purple light. Above them, a large, circular, metallic frame is suspended, and a shower of white confetti or small lights is falling from it. The background is dark, and there are some stage lights visible at the top.

THEATRE BY THE LAKE

**HEAD OF FINANCE
AND ADMINISTRATION**

RECRUITMENT PACK
DECEMBER 2025



AN INTRODUCTION

This is an exciting opportunity to join our beautifully situated and award-winning theatre in the heart of the Lake District.

As a key member of the Senior Management Team, the Head of Finance and Administration will provide strong financial leadership that ensures robust governance, accurate reporting and strategic planning for Theatre by the Lake's sustainability and growth.

ABOUT US

OUR VISION (the big idea that we deliver on)
Theatre enriches the lives of everyone in Cumbria, and theatre made in Cumbria is celebrated on the national stage

OUR PROMISE (what audiences get from us)
Come together and experience the power of live theatre in an extraordinary place

OUR ESSENCE (felt through every brand expression and experience) Theatre made with passion in an extraordinary place





Aerial view of The Theatre by the Lake and Derwentwater

OUR STORY

“Artistically sharp and stunningly situated”

The New Statesman

At our home in Keswick and out across Cumbria, we produce and present nationally acclaimed theatre, made with passion, which is seen by audiences from across the globe.

Our work is rooted in our place, looking out over the idyllic Derwentwater, and aims to be both relevant and accessible to the communities around it.

We’re a champion of Cumbrian creativity.

We believe theatre has the power to transform lives and so create vital opportunities for Cumbrian artists, young people and communities to come together, be inspired and explore their creativity. At our venue and out across the region, we strive to make and share great theatre which tells stories, builds communities and celebrates its place. We are Cumbria’s leading producing theatre and its largest Arts Council National Portfolio Organisation.



**“A production alive with movement
and community spirit”**

(Brassed Off, 2024)

THE GUARDIAN

From origins as ‘The Blue Box’, the theatre was willed into existence by the local community and opened by Dame Judi Dench in 1999. Since then, TBTL has established itself as an integral part of the UK regional theatre network, becoming a major attraction for both Cumbrian residents and visitors to the Lake District. In 2025, we were privileged to win the UK Theatre Award for Excellence in Touring, and the Cumbria Life Award for Best Arts and Culture Venue.

The theatre has a flexible Main House with 400 seats. It also operates a 100-seat Studio, allowing for events of all shapes and sizes. Together, these host almost 400 performances each year. We also generate income from an adjacent and beautifully situated café, enhancing the experience for audiences and visitors, helping to support our long-term resilience and supporting our important role as one of the major tourist attractions in the Lake District.



“Beautiful and breath-stopping”

(Steel, 2024)

THE STAGE

JOB PURPOSE

To lead the Finance and Administration function of Cumbria Theatre Trust and its subsidiaries, ensuring robust financial management, accurate reporting and effective administrative support. The role includes acting as company secretary and overseeing IT infrastructure, insurance cover and office administration.

MAIN DUTIES

FINANCIAL LEADERSHIP

- Support the Executive and Trustees in shaping strategic planning and risk management
- Prepare quarterly management accounts and ensure accurate financial records
- Provide clear and concise analysis and recommendations to support decision-making
- Oversee monthly payroll through an external provider
- Lead annual budgeting, cashflow forecasting and long-term financial planning
- Maximise the benefit of Theatre Tax Relief and other available tax incentives, ensuring timely and accurate claims
- Oversee and optimise financial processes and systems
- Ensure robust internal financial controls and risk mitigation strategies are maintained

GOVERNANCE AND COMPLIANCE

- Act as Company Secretary for Cumbria Theatre Trust and its subsidiaries
- Lead the annual audit process, ensuring delivery of compliant statutory accounts in line with Charity SORP and Companies Act requirements
- Attend Board and Finance Committee meetings and provide financial reports and advice to the Trustees
- Ensure compliance with VAT, Gift Aid and other relevant tax regulations



ADMINISTRATION

- Oversee office systems
- Manage IT support contracts, purchase plans and replacement schedules
- With the Executive Director, oversee and manage robust insurance cover across business risks and lead annual renewal process

LEADERSHIP

- Act as part of the Senior Management Team with shared companywide strategic and operational responsibility
- Line manage the Finance Assistant and Administration Assistant, supporting performance and development.

OTHER DUTIES

- Undertake any other duties that may be reasonably required in connection with the position, as a member of a small and collaborative organisation
- Act as a representative and advocate of Theatre by the Lake
- Engage with internal communications and stay abreast of organisational updates and developments
- Support and uphold Theatre by the Lake's commitment to inclusivity and sustainability
- Adhere to Theatre by the Lake's Safeguarding Policy including the reporting of any issues of concern in accordance with procedure

PERSON SPECIFICATION

ESSENTIAL

- Professional accounting qualification (ACA, ACCA, CIMA) or equivalent experience
- Proven experience in financial management and reporting
- Strong understanding of budgeting and audit processes
- Excellent organisational and leadership skills
- Ability to act as Company Secretary and support governance processes

DESIRABLE

- Experience in the arts or charitable sector and Charity SORP
- Experience managing IT systems and administrative functions
- Knowledge of Xero accounting software
- Familiarity with governance requirements for charitable organisations

RESPONSIBLE TO

- Executive Director

RESPONSIBLE FOR

- Finance Assistant
- Administration Assistant

TERMS & CONDITIONS

- Salary: £45,000 - £50,000 depending on experience
- Contract: Full-time, permanent
- Location: Theatre by the Lake, Keswick
- Hours: 40 hours per week
- Leave: 31 days per year including public holidays

A Basic DBS check is required for this role.





Steel 2024. Credit Chris Payne

HOW TO APPLY

To apply for this role, please submit a short CV together with a covering letter or email explaining why you are interested in the position and what you might bring to the role. Alternatively, you may submit a short video.

Please also complete our online Equal Opportunities and Monitoring Form.

Send your application to:
jobs@theatrebythelake.com

If you would like to discuss the role in advance, please contact Executive Director, Simon Stephens:
simon.stephens@theatrebythelake.com

CLOSING DATE

Monday 12th January 2026 at 10am

Interviews will include an initial online stage followed by an in-person interview in Keswick for successful candidates.




The Wizard of Oz

TIMES & STAR



Pride & Prejudice

MANCHESTER THEATRES



**‘The most beautifully located
and friendly theatre in Britain’**

The Independent

☎ 017687 74411
🖱 theatrebythelake.com

f b i d i n TBLAKE

Di and Viv and Rose 2025. Credit Pamela Raith