

national centre for circus arts

Job Description

Title:	Finance and HR Manager
Line Managed by:	Management Accountant
Overall responsibility:	To ensure the effective and compliant operation of all finance and HR functions within the organisation, supporting both strategic goals and day-to-day activities.
Areas of responsibility:	Finance, working closely with the Management Accountant Human Resources, working closely with the Head of Finance
Salary:	£32,500
Contract:	Full-time, 35 hours per week
Location:	On-site, with flexibility as needed
Holiday Entitlement:	30 days paid holiday per annum, inclusive of eight Statutory Bank Holidays, increasing by one day for each year of service from 1st September up to a maximum of 35 days per annum.

About National Centre for Circus Arts

The National Centre for Circus Arts is a registered charity and an independent Higher Education provider registered with the Office for Students, and is one of Europe's leading providers of circus arts training. For the past 30 years we have provided emerging and professional circus artists, directors and choreographers access to vital space and support to train, experiment and share ideas.

Our diverse range of work includes BA degree-level education in Circus Arts which is supported at either side by a structured training programme for under-18s and professional development opportunities for aspiring and established performers. Adults and young people can enjoy recreational classes and occasional performances. We also run highly regarded workshops, away days and team building events for the corporate community with high-profile corporate events and hires to further increase our revenue. Our national role increasingly sees us supporting and mentoring circus artists and organisations across the country as we seek to develop and mature our remarkable art form.

Purpose of the Role

To assist the Finance Team in carrying out their day-to-day activities, including processing and recording financial information on our finance system (NetSuite), managing the payroll process and other bookkeeping duties. To manage the HR function and support managers through the recruitment, onboarding and leaver process and take a lead in organising CPD and training across the organisation.

Main Responsibilities

Finance Responsibilities

- Management and administration of the monthly payroll.
- Own the payroll lifecycle, ensuring accurate and timely processing of staff payroll, including new starters, leavers, pension enrolments, DBS checks and other monthly changes.
- Manage the organisation pension scheme, including assessment, payment calculations, and sending data to pension providers.
- Process purchase invoices, sales invoices, and credit card reconciliations in line with our internal approval processes using NetSuite
- Liaise with suppliers and customers, managing payment queries and follow-ups.
- Prepare and reconcile monthly Aged Debtors and Creditors Reports.
- Assist in the preparation of fortnightly payment runs.
- Prepare quarterly VAT reports for review by the Management Accountant.
- Maintain accurate financial records in line with internal policies and compliance standards.
- Process the bank including payments and receipts.
- Assist with audit queries where applicable.

HR and Personnel Support

- Coordinate recruitment and onboarding processes, issuing contracts and maintaining personnel records.
- Administer performance appraisals, staff training, and development tracking.
- Ensure all employment records are accurate and up-to-date, maintaining confidentiality.
- Support staff development initiatives, including training, appraisals, and other HR functions.
- Conduct exit interviews and manage leaver documentation.
- Handle all personnel queries, ensuring compliance with HR policies and regulations.
- Coordinate regular staff communications.

Governance and Clerk Duties

- Support the Chief Operating Officer in preparing Board and Committee meeting agendas, circulating papers, and minute board meetings.
- Coordinate trustee recruitment, including advertising, scheduling interviews, and onboarding.
- Support the Senior Management team to organise annual trustee strategy days, including setting agendas and managing logistics.

Office and Administration

- Maintain office systems, including filing, archiving, and processing administrative paperwork.
- Respond to general enquiries via phone and email when required.

Other Duties

- Review and improve HR and finance systems and processes to ensure efficiency, compliance, and a positive user experience.
- Participate in meetings and undertake professional development as required.
- Demonstrate a commitment to health & safety and its practical application in all areas of work and encourage a culture of responsibility for H&S throughout the organisation.

- Promote a commitment to the National Centre's Equal Opportunities & Diversity policy, Disability & reasonable Adjustments commitment and Code of Conduct, along with all other policies that contribute to the operating values and ethos of the organisation as determined in its mission statement.
- Undertake other duties as reasonably required.

Person Specification

Experience

- Previous experience in a finance, HR, or office management role.
- Experience using Sage payroll or similar payroll software
- Experience using NetSuite or similar software for managing an accounting function
- Proven experience managing payroll processes.
- Experience in recruitment, HR administration, and staff record management.

Skills

- High attention to detail with strong numerical accuracy.
- Excellent communication and interpersonal skills.
- Proficient in Microsoft Office, particularly Excel and Word.
- Strong organisational and problem-solving abilities.
- Knowledge of payroll-related tax regulations and compliance standards.

Personal Attributes

- Calm, tactful, and self-motivated.
- Ability to handle multiple priorities independently and under pressure.
- Discreet with high levels of confidentiality.
- Interest in higher education and/or the performing arts.

Qualifications

We are interested in candidates who may have professional qualifications in bookkeeping or equivalent experience though encourage applicants not to see that as a barrier to apply for this role.

We are committed to building a diverse and inclusive workforce. If you're excited about this role but your experience doesn't perfectly align with every qualification in the job description, we encourage you to apply anyway — you may be the right candidate for this or other roles.