

## **Job Description**

<b>Title:</b>	Payroll and HR Manager
<b>Line Managed by:</b>	Head of Finance
<b>Overall responsibility:</b>	To manage the payroll and HR function and assist in financial data entry.
<b>Areas of responsibility:</b>	Finance & HR
<b>Salary:</b>	£30,000–£32,000 dependent on experience
<b>Contract:</b>	Full-time, 35 hours per week (some evenings and weekends required)
<b>Location:</b>	On-site, with flexibility as needed
<b>Holiday Entitlement:</b>	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 manage the HR function and assist the Finance Team with their day-to-day activities, including payroll management and some financial data entry. To manage the HR function, supporting managers through the recruitment, onboarding, and leaver process, and to take a lead in organising CPD and training across the organisation.

## **Main Responsibilities**

### **Payroll & Finance Responsibilities**

- Management and administration of the monthly payroll, 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.
- Maintain accurate financial records in line with internal policies and to compliance standards.
- 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.

### **Board Governance and Clerk Duties**

- Working with the Management Team to prepare Board meeting agendas, circulate papers, and take minutes of meetings.
- Assist the Chief Operating Officer in the preparation of Committee papers.
- Support trustee recruitment, including advertising, scheduling interviews, and onboarding.
- Support in other occasional administration for board governance.

### **Office and Administration**

- Maintain office systems, including filing, archiving, and processing administrative paperwork.
- Monitor office supplies, order stationery and consumables, and manage travel accounts.
- Provide support to senior staff as required (such as meeting co-ordination, travel booking, and raising of purchase orders).
- Respond to general enquiries via phone and email when required.

### **Other Duties**

- Participate in meetings and undertake professional development as required.
- Support health and safety, equality and inclusion, and internal policies.
- Contribute to the organisation's values and culture positively.

- 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.
- Experience of working as part of a small team

### **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.