

Job Title:	Bookkeeper and Payroll Manager (part-time)
Salary:	£20,400 (pro-rata from £34,000 FTE salary)
Hours:	21 hours per week (0.6 FTE) Flexible 15 days' holiday per year, plus bank holidays (pro-rata from 25 days plus BHs) 12-month contract (with possibility to extend)
Reports to:	Head of Business Services
Reportees:	N/A
Location:	We operate over two sites in Bristol and you will work between them (St Pauls and Kingswood). We are happy to talk about hybrid working so that some time is spent on site and some time working remotely each week.

The Company

Circomedia was founded in 1984 by physical theatre expert Bim Mason and choreographer and performer Helen Crocker. It rose out of the ashes of Fooltime, Britain's first ever circus school. It is different from many circus schools as there is a heavy emphasis on combining traditional circus skills with physical theatre and creativity. It is this approach to performance that has led to Circomedia being acknowledged as a centre of excellence worldwide.

Artistic policy: Circomedia has been at the forefront of developments in contemporary circus for decades, with its unique emphasis, within the circus sector, on the use of the body to convey meaning, the performer as creator and the combination of circus with physical theatre. These principles inform the formal courses and all areas of our work, from the performance programme to the participatory.

Educational philosophy: Our educational philosophy is that it is essential that minds and personalities need developing as much as bodies. Our courses have a pragmatic approach to learning for a vocational profession and a holistic approach to teaching each individual. We ensure that the demands and rigour of good technique are met whilst encouraging people to develop an innovative and imaginative approach to circus and physical theatre. This development is informed by expanding students' range of knowledge of possible styles and approaches.

Education is delivered at HE level (Foundation Degree, 3rd year BA top up and MA, in partnership with Bath Spa University), and at FE level (BTEC Diploma and Extended Diploma in partnership with City of Bristol College), along with self-funded full time vocational courses and thriving youth circus and recreational class programmes.

Circomedia also showcases new and emerging work at its superb performance venue in central Bristol. Across locations the organisation strives to build partnerships, be engaged with community events and offers facility hire and bespoke events packages.

Circomedia is the trading name of the Academy for Contemporary Circus and Physical Theatre which is a registered charity no. 1056852 and limited company no. 2928738

Bookkeeper and Payroll Manager Overview

We are looking for an experienced Bookkeeper and Payroll Manager to become part of our team. The post holder will lead on our financial management, ensuring that we have robust systems in place and meet all necessary financial and legal compliances as a registered charity and company limited by guarantee. Responsible for the day to day book-keeping, payroll and financial record keeping, you will also be a key contributor to our financial management, including budget preparation and monitoring and monthly reporting.

The post holder will work with managers to ensure they have the information they need to successfully manage their teams and budgets.

Our finance is currently managed by an external company, who will provide a detailed handover so that our new Bookkeeper and Payroll Manager can bring all our finance management in-house.

Key Responsibilities

General

- Keep excellent book-keeping records using the Xero software package.
- Manage payroll and liaise with HMRC and staff.
- Support the wider team to maintain good financial practices and ensure Circomedia gets best value across all of its practices.
- Process payment runs, including inputting and authorising bank transactions.
- Be the main contact for our banking and credit card provider.

Accounting

- Contribute to the development and maintenance of effective financial policies and procedures.
- Maintain accurate financial records, including processing invoices and expenses, credit control, bank reconciliation, the register of fixed assets and quarterly VAT returns (VAT returns are not currently required but may be in future).
- Reconcile balance sheets and maintain company accounts, including income from separate platforms we use for collecting payments (e.g. Spektrix, GoCardless).

Reporting

- Use Xero accounting software.
- Produce financial management reports as requested.
- Produce monthly management accounts, balance sheet and variance reports against budget and cashflow.
- Produce financial reports for grant funders.

Payroll

- Manage monthly payroll with input from each department head.
- Liaise with HMRC and staff.
- Maintain pension records and manage pension payments (via Smart Pensions).
- Manage pay for leavers, starters, statutory payments and holiday pay, with support from the HR Specialist.

Annual audit

- Support the annual audit process with external auditors.
- File Companies House and Charity Commission returns, with input from external accountants as required.

This job description is not comprehensive, and duties may change and develop according to future requirements

PERSON SPECIFICATION

Essential

- Interest in the arts.
- Excellent Excel skills.
- AAT Accounting level 4 qualified or equivalent level of qualification by experience.
- High level of proficiency on Xero.
- Experience of working for charities with a turnover of £500k-£1.5M.
- Knowledge of VAT management.
- Knowledge of payroll (we use Payroo) and associated needs (including pension, student loans, HMRC requirements, etc.).
- Experience of best financial management practices.
- Excellent attention to detail.
- Excellent at working alone and as part of a team.
- Ability to plan, multi-task and problem solve.

Desirable

- Experience of working with further or higher education providers.
- Previous experience of processing payroll.

STAFF BENEFITS

- Flexible and hybrid working possible, by arrangement.
- Company pension contribution.
- Two free tickets to Circomedia's own shows.
- Use of Circomedia's Employee Assistance Programme.
- Discounted adult classes.
- Discounted Youth Circus classes and priority privileges.
- Access to Xtras Discounts and the bYond Card discount scheme.
- 50% discount on Circomedia merchandise.
- Use of company Cycle to Work Scheme.
- Access to childcare vouchers.

SAFEGUARDING

Circomedia is committed to safeguarding the promoting the safety and welfare of children and young people. Successful applicants will therefore be required to undergo an Enhanced DBS Check, organised by Circomedia, upon appointment.