



Position Description

Position Title:	People and Finance Officer
Reporting To:	Operations Manager (P&C) and Head of Finance
Time Fraction:	0.6 FTE Fixed Term for One Year (with the possibility of an ongoing contract)
Salary:	\$78,649.34 (\$47,189.60 pro rata) General Staff Level 6.1 Educational Services (Post-Secondary Education) 2020 Award
Date:	July 2025

GENERAL INFORMATION

The National Institute of Circus Arts (NICA LTD) is a not-for-profit company, partnering with Collarts (Australia College for the Arts) and established to create world class training for the contemporary circus and physical theatre industry.

NICA is Australia's Centre of Excellence for training and education in contemporary circus practice. NICA is funded by the Australian Government through the Federal Office for the Arts and is a member of the Australian Roundtable for Arts Training Excellence (Arts8). NICA also offers short courses, masterclasses, and corporate workshops. NICA has several alliances with national and international organisations and is supported by the State Government through Higher Education Skills Group (HESG) for the delivery of its vocational programs. NICA is a culturally diverse organisation, and we are proud of our commitment to equity, diversity and inclusion. We welcome and encourage applicants from diverse backgrounds to apply. We are committed to making the recruitment process fair and equitable for all our candidates.

Position Purpose:

The position is responsible for:

- Being the first point of contact for all People & Culture and Finance enquiries by management and staff.
- Providing a range of administrative support across both People & Culture and Finance functions.
- Contributing to the smooth day to day operations of the organisation's administrative processes.
- Ensuring compliance, accuracy and efficiency in People & Culture and Financial record keeping.

Participation on Committees:

The People and Finance Officer will participate in Administration Meetings and All Staff Meetings. Attendance and active participation on other relevant committees is expected as they arise.

Supervision Reporting Relationships:

Manager	This position reports to the Operations Manager (P&C) and Head of Finance
Managerial Responsibilities	NA

Location:

The National Institute of Circus Arts is located in Prahran, but the incumbent is occasionally asked to undertake duties at any location and may occasionally be required to carry out duties outside of normal business hours.

Key Responsibilities:

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

KEY RESPONSIBILITY AREAS		
1.	People & Culture	<p>Be the first point of contact for generalist advice to managers and employees regarding all aspects of employment.</p> <p>Assist in the recruitment process by preparing job advertisements, scheduling interviews, and managing candidate communications.</p> <p>Generate employment contracts, onboarding documentation, and ensure timely collection of new employee paperwork.</p> <p>Maintain and update HR databases, personnel files, and leave records accurately.</p> <p>Support employee induction and compliance training processes.</p> <p>Assist with payroll data collation and submission.</p> <p>Maintain records for staff working with children checks, training, and other compliance requirements</p>
2.	Finance	<p>Be the first point of contact for generalist advice to managers and employees regarding all aspects of finance and accounting processes.</p> <p>Assist with payroll, accounts payable and receivable processes, including invoice processing and follow-up on outstanding payments.</p> <p>Maintain accurate financial records and data entry into finance systems (Xero)</p> <p>Support budget tracking and assist with preparation of financial reports.</p> <p>Reconcile accounts, corporate credit cards, petty cash, and banking transactions.</p> <p>Assist with purchasing, procurement, and vendor management processes.</p> <p>Liaise with external stakeholders including suppliers and service providers regarding payments and account queries.</p> <p>Assist a range of NICA staff in the preparation of special projects costings and maintenance of budgets.</p>

KEY RESPONSIBILITY AREAS		
3.	General Administrative Support	<p>Provide administrative assistance to the Operations Manager (P&C) and Head of Finance, and other senior staff as required.</p> <p>Respond to internal and external enquiries with professionalism and confidentiality.</p> <p>Assist with planning and execution of staff events, PD sessions, and HR-related communications.</p> <p>Maintain confidentiality of sensitive employee and financial information.</p>

KEY SELECTION CRITERIA

Application letters and/or resumes must address the Qualifications and knowledge/Experience/Attributes sections under the key selection criteria.

Qualifications:		Essential/ Preferable
1.	Qualifications in business administration, finance, or HR; or relevant work experience.	Essential
2.	Must hold (or be willing to obtain) a current Working with Children Check	Essential
Experience / Knowledge / Attributes: Required by the incumbent to successfully perform the position's key responsibilities.		
1.	Proven experience in administrative support in finance and/or HR with a strong understanding of financial processes and HR administration	Essential
2.	High level of attention to detail and accuracy	Essential
4.	Proficiency in Microsoft Office Suite, and experience with finance and HR management systems	Essential
5.	Excellent communication and interpersonal skills.	Essential
6.	Strong organizational and time management skills, with the ability to manage multiple tasks	Essential
7.	Commitment to confidentiality and professional ethics	Essential
8.	Ability to work independently and collaboratively with the ability to be flexible and adaptable to changes in an organisation	Essential
9.	Experience with XERO and Deputy systems an advantage	Preferable
10.	Experience in an arts, educational, or not-for-profit environment	Preferable

Further Information: please contact Emily O'Connor via email people&culture@nica.com.au