



## WESTSIDE CIRCUS FINANCIAL/ OPERATIONS MANAGER

### ***An exciting opening to support the ongoing success of Westside Circus***

Westside Circus is seeking a team member to manage finances and a busy office to support a growing social enterprise and NFP organisation.

The Operations Manager is a position suited to someone with demonstrated accounting experience looking for an entry level management position. As a member of the Executive team with an internal focus on the organisation, the position works closely with the CEO and Program Manager to deliver the vision and mission of Westside Circus. The Operations Manager is responsible for the financial management, governance and compliance, with additional responsibility assigned in marketing, business development, IT systems and policy development as fits the successful candidates skill set and interest. The number of hours and weekly structure of agreed hours is flexible.

### **ABOUT WESTSIDE CIRCUS**

Westside Circus exists to make a positive difference to the lives of young people aged 3–25 from diverse social, economic and cultural backgrounds. The company practices circus art in a community context, aspiring to a world of creativity and imagination, where physical and emotional health and wellbeing is universal. Our innovative programs build emotional and physical confidence in young people to assist them to develop positive relationships with peers, family and community.

In addition to weekly skills development programs for young people aged 9-25, Westside Circus delivers workshops for toddlers and children aged 3-8, introductory Circus workshops for schools and not-for-profit groups and targeted workshops for communities of young people experiencing disadvantage. Workshops being developed and delivered in this area include intergenerational programs for newly arrived migrant communities (including Vietnamese, Turkish, Assyrian/Chaldean, Sudanese and East African groups), youth with a disability or at risk of poor education outcomes, homelessness, unemployment and crime, and young people transitioning from English Language Schools to mainstream education.

Westside Circus employs a model for working that builds active and supportive relationships between participants and their communities. When devising projects and performances, Westside Circus uses an inclusive practice of active collaboration whereby each individual is encouraged to contribute to the overall narrative and to feel a sense of ownership over the projects development.

### **WHAT YOU NEED TO DO**

To make an application, please obtain a copy of the selection criteria from Westside Circus CEO, Simon Clarke, address each criteria separately and directly (approx. 300 words per criteria) and submit a one page cover letter, a two page resume and your selection criteria responses to Simon Clarke to be received by close of business, Monday January 15, 2018.

In your cover letter, **please indicate your availability for an interview in the second half of January.**

***Applications should be addressed to Westside Circus CEO Simon Clarke and will only be accepted if sent via email to [ceo@westsidecircus.org.au](mailto:ceo@westsidecircus.org.au) and received by COB Monday January 15, 2018.***

*For further information, contact:*

**Westside Circus  
41 Cramer St  
Preston, VIC 3072  
Ph: (03) 9471 2928**



## POSITION DESCRIPTION

<b>Position Title</b>	<b>Operations Manager</b>	<b>Incumbent</b>	<b>Christine Ritter</b>
<b>Manager's Title</b>	<b>Chief Executive Officer</b>	<b>Manager's Name</b>	<b>Simon Clarke</b>
<b>Financial Dimensions</b>	Manages the Operational Budget and responsible for approving and overseeing expenditure as per the Delegated Authority.		
<b>Remuneration</b>	<b>\$55,000 - \$60,000 p.a. (FTE) Negotiable</b>		
<b>Hours of work</b>	<b>30 – 52.5 hrs p/fortnight (flexible structure), as negotiated</b>  This position will operate at minimum of 4 full days per fortnight (0.4 FTE), with a maximum of 7 full days per fortnight (0.7 FTE), dependant on desirable skill set and negotiated to suit the successful candidate and the resources of the organisation.		

<b>Direct Reports to this Role</b>	<b>Total Number of Reports</b>
Admin and Operations Coordinator	0.8 FTE

<b>Primary Purpose of Role</b>
The Operations Manager is a member of the Executive team with an internal focus on the organisation. The position works closely with the CEO and Program Manager to deliver the vision and mission of Westside Circus and is responsible for the management of finances, governance and compliance. Additional responsibility will be assigned based on skills and interest of successful candidate in marketing, business development, and IT systems.

<b>Relationships</b>	
<b>Internal</b>	<ul style="list-style-type: none"> <li>This position reports to the CEO</li> <li>Works closely with the Program Manager and the Admin and Operations Coordinator</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>The community of the Westside Circus including young people</li> <li>Volunteers and Interns</li> <li>Support workers</li> <li>Debtors, Creditor, Clients, Customers and Funding partners</li> </ul>

<b>Key Responsibilities / Accountabilities</b>
<p><b>Financial Management</b></p> <ul style="list-style-type: none"> <li>Manage the day to day accounting requirements of the organisation, including: debtor invoicing; fortnightly payroll; payment and data entry; creditor, cash and credit card reconciliation; Manage and report on cash flow; Managing accounts receivable and payable; Process, lodge and reconcile BAS, PAYG and superannuation, Maintain depreciation schedules and other daily account keeping</li> <li>In conjunction with the CEO, ensure the timely preparation of monthly management reports for Board</li> <li>Assist the CEO and Program Manager to develop and monitor annual budgets</li> <li>Oversee preparation of financial accounts at end of year for external audit</li> </ul> <p><b>Governance/Compliance</b></p> <ul style="list-style-type: none"> <li>Review and maintain a comprehensive suite of policy and procedure manuals, inc. Risk Management Manage Board reporting processes and attend meetings to take minutes</li> <li>Liaising with other staff to ensure satisfactory acquittal of grants and other external reporting</li> <li>Ensure Risk Assessment and OHS plans and procedures are operational and reviewed annually</li> <li>Ensure compliance with legislative requirements, including insurance, Consumer Affairs, ATO, Workcover etc</li> </ul> <p><b>Organisational Effectiveness (Desirable Skills)</b></p> <ul style="list-style-type: none"> <li>Oversee development and delivery of Marketing Plan, including development of marketing collateral</li> <li>Develop and implement a business development and evaluation framework</li> <li>Manage and maintain information management and technology systems</li> </ul>



### Challenges

- Supporting a diverse team of individuals.
- Maintaining broad organisational awareness on reduced hours
- Managing tasks requiring attention to detail and macro awareness simultaneously
- Achieving results within resources currently available

### Qualifications

- Tertiary Qualification and/or relevant experience
- Drivers Licence
- Level II First Aid
- Working with Children Check

### Selection Criteria

- Demonstrated experience to a high level in administration and financial management,
- High level proficiency in MYOB and Microsoft Office Suite
- Strong organisational skills and an ability to prioritise work load
- Experience working with community based organisations, NFP Sector, including Risk Management and Policy / Procedure development
- Excellent communication, interpersonal skills and attention to detail and accuracy.
- Demonstrated ability in desirable skill areas;
  - Marketing
  - Business Development
  - Information Technology and Management

### Westside Circus Vision

A vigorous and inspiring youth circus for all Victorian youth, valued by our communities for the contribution we make to arts and education.

### Mission

Westside uses circus and physical theatre to stimulate creativity and make a tangible difference to the lives of young people from diverse backgrounds.

### Company Background

Westside Circus was founded in 1996 when the Department of Justice funded youth worker Debby Maziarz to purchase stilts and juggling balls and deliver a circus program for young women at the Sunshine Juvenile Justice Unit. The model of workshop developed was used in similar programs and led to the launch of Westside Circus.

We are now the only funded circus in Melbourne working with young people as our core business and the only youth circus actively reaching out to at-risk, vulnerable and disadvantaged communities. We build the creative capacity of young people from diverse cultures and backgrounds by encouraging physical play and analytical thinking about social and personal issues.

For 21 years we have connected young people and their families with professional artists to create projects that utilise local skills, resources and knowledge.

Young people are not just at the centre of what we do, they are the reason we exist. Our workshops and performances inspire them to become creative problem solvers and team oriented leaders. In 2016 we delivered over 15,000 individual circus workshop experiences, 150 arts and cultural programs (incl. 5 new performances) and worked with an average of 45 young people for 2hrs every day of the year.

### Organisational Values

*Our organisational values reflect the virtues of circus:*

Value	Virtue	Archetype
<b>Fun</b>	Play is serious artistic business. Every engagement we have with young people starts with play.	<b>Clown</b>
<b>Flexibility</b>	We adapt innovatively to unexpected circumstances through listening, empathy and respect.	<b>Contortionist</b>
<b>Fortitude</b>	Holding onto our dreams through difficult periods requires an inner strength to remain resolute and certain of our reasoning.	<b>Strongperson</b>
<b>Grace</b>	We seek beauty and grace in the world around us. We aim to present the ease with which we do things, not the effort.	<b>Aerialist</b>
<b>Courage</b>	When facing the unknown, we step boldly forward with an air of curiosity. Properly managed, risk is a powerful force capable of propelling us to greater possibilities.	<b>Human Cannonball</b>
<b>Inclusivity</b>	Circus is universally accessible: people of all abilities discover that circus welcomes all, celebrates uniqueness, and expresses complex human experiences in exciting and meaningful ways.	<b>Family</b>

### Personal Characteristics

*Adaptability*

- Ability to be flexible to meet the varied demands of the role

*Communicative*

- High priority on interpersonal skills and effective written and verbal skills
- Ability to listen and to work effectively in a team

*Engaging*

- Build and maintain relationships with internal and external stakeholders

*Innovative*

- Always looking for ways to improve systems and efficiencies

*Leadership*

- Lead, inspire and support people
- Create an open and friendly culture of dialogue and exchange in the workplace

*Task Oriented*

- Plan, goal-set and consider a long-term view of the role
- Attention to detail and capacity to work in an organised manner

### Organisational Structure

