



Resources Manager – Horse + Bamboo

Horse + Bamboo, based in Rossendale is seeking a Resources Manager to manage the company's resources and communicate capacity needs and risk to the wider company. This role sits within the management team and reports to the Board of Trustees and staff with accurate and timely accounts in compliance with company policy, legal and contractual requirements. The role will ensure finance policies and procedures are up to date and to commission freelance administrative support to assist the company's operations as required.

Main Duties

- Maintain purchase and sales ledgers, undertake bank reconciliations and monitor cash flow.
- Arrange payment of suppliers, income from contracts and deal with all associated taxation and Vat issues.
- Undertake payroll duties and maintain personnel records
- Manage Petty Cash.
- Produce monthly management accounts and ad hoc financial reports as required.
- Preparation of end of year accounts for independent examination, board approval and submission to the Charities Commission.
- To undertake the role of Company Secretary.
- To attend Board meetings, take minutes and to distribute minutes and board papers in preparation for board meetings.
- To develop budgets and support fundraising by the Executive Producer and other members of the team in relation to trust and foundations.
- To administrate annual leave for all core staff.
- To manage administrative and overheads budgets with regard to administrative operations and to commission support and added capacity where necessary in line with budget allowances.
- Other duties commensurate with the above as required

Line Management

The post holder is managed by the Creative Development Director.

Hours of work

16 hours per week excluding break. This role will be mainly required to work between the hours of 9.30am-5.30pm Monday to Friday and can be two full days or less hours over a number of days.

Salary

£12.50 per hour, £10,400 actual (£24,375 pro rata)

To apply please submit a CV plus a covering letter of no more than 2 sides of A4 detailing how you would approach this role and your relevant experience to info@horseandbamboo.org by 28th November. Interviews will be held on Tuesday 30th November



More about Horse + Bamboo

Vision

Horse + Bamboo creates exciting, cultural events that remind us all of the wonder of being alive in this endlessly fascinating world. We aspire to reach all sections of society and to respond and listen to the needs of our surrounding communities in Rossendale and the North-West. We will be a vital part of our neighbourhood, creating a place where the seed of creativity can be planted, fed and nurtured.

Mission

We draw inspiration from our location in Rossendale and reflect our sense of place in the events that we produce. We are part of the cultural fabric of our neighbourhood through our venue and outreach and we celebrate and actively reflect its rich diversity. Our venue provides a sense of belonging, a place for inspiration and a welcoming environment where experiences are shared through theatre, music and film.

We are a leader in Folk Art and define this in its broadest sense, from young people creating videos and dance on TikTok and other digital platforms, to the folklore of the many global communities that have chosen Lancashire as their home, to the traditional arts and dance of Lancashire's historic communities. We are interested in gathering community stories but seek to do this in a way that considers the ethics and authenticity of our role and which credits and cares for all contributors and fellow creators. We are always redefining what this means in practice so as to reflect the role of new technologies and community created content in folk art alongside traditions, folklore and ceremony.

Within our building we also house our Creation Centre, a space for artists to collaborate, create and share their work. It comprises a rehearsal room and fully-equipped making workshop alongside technical and digital capacity to research, develop and fully realise creative ideas.

Our extensive archive highlights four decades of visual theatre, national and international touring, processional arts, puppetry, music and mask. This provides us with a bedrock of inspiration from which to continuously grow new work, which is connected to, not limited by, our illustrious history.

Our core values:

- Everyone is creative
- Our cultural lives matter. They are vital to who each of us is. It is a human right.
- We will not allow lack of finance to limit participation.
- We take our civic responsibility seriously.
- We will show leadership in environmental sustainability within our organisation and in developing partnerships.