

Role Profile

Resources Manager

Main Purpose

To manage the company's resources and communicate capacity needs and risk to the wider company. Provide the Board of Trustees and staff with accurate and timely accounts in compliance with company policy, legal and contractual requirements. To ensure finance policies and procedures are up to date and to support administrative and business development systems.

Main Duties

1. Maintain purchase and sales ledgers, undertake bank reconciliations and monitor cash flow.
2. Arrange payment of suppliers, income from contracts and deal with all associated taxation and Vat issues.
3. Undertake payroll duties and maintain personnel records inc holiday entitlement.
4. Manage Petty Cash.
5. Produce quarterly management accounts and ad hoc financial reports as required.
6. Preparation of end of year accounts for independent examination, board approval and submission to the Charities Commission.
7. To undertake the role of Company Secretary.
8. To arrange and attend Board meetings, take and to distribute minutes and board papers in preparation for board meetings.
9. To develop budgets and support fundraising by the Executive Producer and other members of the team in relation to trust and foundations.
10. 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.
11. To line manage facilities staff with regard to building resources and management.
12. Other duties commensurate with the above as required

Line Management

The post holder is managed by the Executive Producer.

Terms of work

15 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. This is primarily an office-based position and attendance at staff and board meetings will be required, however some flexible working from home can be facilitated.

Salary

£11,200 actual (£28,000 pro rata)

Person Specification

Proven experience in financial management, working with a board of trustees and line managing staff is essential.

An interest in arts and culture would be of benefit but experience in the arts sector is not essential.

Knowledge of Rossendale and Lancashire would be desirable.

To apply

Please submit a CV and covering letter of no more than 2 pages of A4 to info@horseandbamboo.org. The deadline for application is 20th February 2023.