

Dear applicant,

Thank you for your interest in the post of Operations and Finance Manager.

Katumba Drumming & Movement (trading name for BrazUKa International), an award winning organisation, are at a pivotal stage of rapid growth: we're expanding our creative programmes and to realise our vision, Katumba/BrazUKa International is seeking an experienced and enthusiastic Operations and Finance Manager to support our growing activities.

This application pack includes an introduction to Katumba Drumming & Movement the purpose of the position, a job description, and a person specification.

To apply please email manager@brazuka.org.uk with a cover letter and CV as well as the application form (that can be found [here](#)); Please use the subject line: Operations and Finance Manager. The deadline for applications is at 6pm BST on Sunday 11th August 2024. Shortlisted candidates will be informed if they have been shortlisted by 15th August and interviews will be held on the 20th August 2024. The successful candidate must be available to commence the role week commencing 3rd September 2024.

As such, we're looking for someone to play a key role in our organisation which is now at a pivotal point of expansion. We fully welcome applications from those who will bring a different voice to the team. You may not have worked in a cultural organisation like Katumba/Brazuka International before, but we recognise experience in community activism, technology, education, health or hospitality hold transferable experience and you will bring a wealth of skills and knowledge to our work. If you identify as coming from a minority community that is underrepresented in the arts and cultural sector, and you would like to discuss how your experience is transferable we welcome you to have a conversation with our Co-Director Juliana Landim. You can arrange this by emailing manager@brazuka.org.uk

With Best Wishes,

Juliana Landim and Ritchie Tunstall

Directors Katumba Drumming & Movement / BrazUKa International

Job Title: Operations & Finance Manager

As the Operations and Finance Manager, you will ensure the efficient functioning and financial health of our organization. You will spearhead efforts to oversee (and when necessary, improve) operational systems, processes, and policies, with a particular emphasis on enhancing management, reporting, information flow, and organizational planning. In addition, you will be the point person for our clients.

There is the opportunity for the role to develop in the future to share with the Co- Directors the accountability for the successful running of the company.

Company: Katumba Drumming & Movement (trading name of Brazuka International)

Company Overview: Katumba Drumming & Movement, trading name for Brazuka International, is a Liverpool City Region based not-for-profit organization of international reach, with a strong social mission. We champion diversity and foster mental and physical wellbeing through music, movement, and mindfulness for the local and wider community. Our innovative approach to collaboration has led us to work with local creatives and cultural organizations, developing and showcasing new work that reflects our commitment to inclusivity and sustainability. We are a small busy team.

Our Services: As an STO (Socially Trading Organisation), we aim to make a positive difference in the community while generating trading income (with funding being an additional project specific focus). Our services include:

1. Katumba Drumming & Movement Community Band Membership & Courses – Teaching drumming and movement practices from the diaspora to 100+ community members from across the globe engaged weekly at our Katumba Culture Hub in Toxeth with a focus on physical and mental wellbeing
2. Katumba Drumming & Movement Performances - Providing unique entertainment to a wide variety of events local, national and internationally from fundraisers to international sporting events and carnivals, to private black tie etc..members mentioned above are given opportunity to perform at said events
3. Katumba Classes, Workshops & Masterclasses - Music, Movement & Mindfulness Available for Schools, Community Groups, and Companies with our specially tailored team building packages
4. Katumba Culture Hub – space hire to other organisations for meeting, rehearsals, recording, etc...
5. Katumba Trip Experiences – Cultural conscious tourism connected with our artforms
6. Merchandise Sales
7. Large Scale Carnival Productions & Projects

Reporting to: Directors

Work hours: 20h to 24h/wk over 3 or 4 days

Place of Work: Hybrid working (a mixture of Liverpool based Katumba's office, 10min from City Centre and working from home)

Contract : Part Time (with the possibility of turning into a full-time position in the future)

Type: Permanent

Probation Period: 3 months

Notice Period: 1 month

Annual Holiday: 5.6 weeks (pro-rated for part time)

Flexibility: A flexible approach to working hours is negotiable

Salary rate: £25 to 30K pro rata (dependent on experience)

Job Overview:

As the Operations and Finance Manager, your role encompasses a broad spectrum of responsibilities aimed at ensuring the efficient functioning and financial health of our organization. You will spearhead efforts to oversee (and when necessary, improve) operational systems, processes, and policies, with a particular emphasis on enhancing management, reporting, information flow, and organizational planning. In addition, you will be the point person for managing sales inquiries from clients, optimizing our sales processes and customer interactions.

Responsibilities:

Business Operations and Team Management:

- Oversee our calendar of deliveries ensuring that the team meets deadlines. Keep relevant schedules, plans and information up-to-date
- Co-ordinate and chair our weekly all staff meeting
- Oversee office infrastructure and systems
- Lead the HR lifecycle processes including recruitment, onboarding, performance reviews, leave tracking etc.
- Line manager of Marketing and Sales Coordinator and the Community Engagement and Programme Coordinator & Freelance Artists
- Liaise with clients on performance, workshop and venue hire booking enquiries with regard to content and price
- Collaborate with the marketing team to help drive further bookings
- Responsible for sales operations ie., sending invoices and contracts, making logistical arrangements for the booking

Finance:

- Collaborate with the accountant on the production of yearly financial statements
- Generate monthly and annual reports to identify results, trends, and financial forecasts
- Management of our membership monthly payments
- Process all income and expenditure, including invoicing and payments
- Manage cash flow by tracking transactions and regularly reviewing internal reports
- Manage monthly payroll
- Assist Directors to set and monitor department/project budgets
- Ensure the organisation makes best use of its resources, including financial control and cost saving exercises when necessary
- Assist Directors with financial plans for the organisation based on research and data reports
- Contribute to grants/funding applications with financial planning and modelling as required
- Complete financial forecasting and modelling exercises for new/prospective projects
- Implement and streamline relevant processes as and when required
- There will be some requirement to occasionally work evenings and weekends (pre-arranged)

Person Specification

Essential Skills & Attributes

- Extensive experience in Operations & Finance Management

- Significant experience in financial management, including experience in setting, monitoring and controlling budgets, producing management accounts and cashflow forecasts, liaising with accountants on year-end accounts
- Excellent administrative skills with experience within the field of administration.
- Extensive senior management experience with a proven ability to manage staff effectively and fairly, with the ability to delegate to ensure delivery of objectives and team cohesion
- Experience in devising and implementing policies and procedures, incl. Health & Safety; Equality, Diversity & Inclusion, etc...
- Budget Development & Oversight
- Highly organised with experience in implementing operational systems and the ability to plan, organise, schedule and budget effectively
- Strong IT skills (Microsoft, google drive, google calendar, asana) and proficiency in accounting software (Quikbooks preferably but not essential)
- Outstanding communication skills, working with a wide range of different people
- An ability to manage their own time and prioritise workload in a changing environment
- Highly accurate and precise in carrying out tasks, excellent attention to detail
- An ability to work empathetically with individuals from diverse backgrounds
- A commitment to pastoral care and employee wellbeing
- A commitment to Equal Opportunities and diversity in the workplace
- Someone who thrives in a team environment but can also work independently.
- A quick learner who thrives in an exciting, fast paced environment
- An understanding of and affinity with the mission, vision and work of Katumba/BrazUKa International

Desirable

- Experience in sales/Client relations
- Enthusiasm for the arts & wellbeing practices, particularly world music and movement, and the benefits of creative expression in overall well-being.
- Demonstrable interest in world cultures and social equality
- Some marketing & comms experience (i.e social media, newsletters, etc..)
- A good sense of humour

The post holder should demonstrate competence in all of the following:

- **Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Behave ethically:** Understand ethical behaviour and business practices to ensure that behaviour of self and others is consistent with these standards and aligns with the values of the organisation.
- **Communicate effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Focus on stakeholder needs:** Anticipate, understand, and respond to the needs of clients to meet or exceed their expectations within the organisational parameters.
- **Focus on Katumba's mission and Ethics**
- **Foster teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organisational effectiveness.
- **Build Consensus:** Assess situations to determine the importance, urgency and risks, and build consensus in a timely manner and in the best interests of the organisation.
- **Organise:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- **Interpersonal Sensitivity:** An ability to read and respond to verbal and non-verbal signals.
- **Flexibility:** Ability to adapt and change own plans to accommodate external or unforeseen circumstances with positivity and without losing commitment to the task in hand.
- **Action Tendency:** Attends willingly and effectively to tasks; follows through from planning into action with tenacity.
- **Stress Tolerance:** Maintains effectiveness under pressure.
- **Passion:** Willingness to invest time and skill into a cultural non-profit with an active schedule, attending some activities outside work hours, and being part of a caring community and wider movement.

Application Details: To apply for the Operations and Finance Manager position, please email your cover letter, CV and application form (which you can find [here](#)) to manager@brazuka.org.uk by 11th August at the latest. In your cover letter, please elaborate on your relevant skills, experiences, and enthusiasm for the Operations and Finance Manager role.

Deadline for job application: please send by 11th August 2024

Interview Date: Shortlisted candidates will be informed by 15th August and invited for an interview on 20th August 2024.

Start Date: The successful candidate will start on w/c 3rd September

We look forward to reviewing your application and welcoming you to our drumming, movement and wellbeing family. Apply today and be part of our rhythmic journey!

