



Job Description

Role Title: Council Business and Operations Manager

Report to: The Council via the Chairman

Reportees: Administrative Support Officer

Pye Green Community Centre Operational Staff

Salary: £32,878 pro rata for hours LC2 New SCP 30

Hours: 18 hours per week negotiable across suggested at four days across five

Overall Responsibilities

The Council Business and Operations Manager will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law, of a local authority's Proper Officer. The Business and Operations Manager will be responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. The Business and Operations Manager is expected to advise the Council on the formation of policies to be followed in respect of the Authority's activities and to produce all information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required. The Business and Operations Manager will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

Responsibilities as Proper Officer

- To ensure that statutory and other provisions governing or affecting the running of the Council are observed and to keep up to date with changes to legislation and sector best practice
- To ensure that the Council's obligations for Risk Assessment, Council Procedures, Health and Safety, Data Protection and HR are properly met
- To prepare, in consultation with appropriate members, agendas for meetings of the Council and committees. To attend such meetings and prepare minutes for approval, other than where such duties have been delegated to another Officer
- To receive and issue correspondence and documents on behalf of the Council, bringing such items to the attention of the Council, or relevant members, as required

- To deal with enquiries and comments from the public and from other agencies on behalf of the Town Council, answering simple informational queries directly and ensuring that more complex enquiries and comments receive a timely and appropriate response
- To ensure that regular inspections of Council property are undertaken and appropriately recorded
- To supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff
- To manage the day to day running of Council services
- To issue notices and prepare agendas and minutes for the Annual Town Meeting; to attend the assemblies of the Town Meeting and to facilitate the decisions made at the assemblies that are agreed by the Council in liaison with other staff
- To attend training courses, seminars and conferences on the work and role of the Proper Officer or Responsible Financial Officer as required by the Council
- To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council
- To work with the Council to agree the prioritisation of activity
- To manage relationships with individual Councillors and the Council as a whole
- To carry out such other duties as are reasonably required by the Council
- Be responsible to the Management Committee for the running of Pye Green Community Centre
- Ensure all records (hard copy or computer) are safely stored
- Manage the Council's website
- Keep up to date with key issues and changes to local government through training
- Help the Council to obtain Quality Status
- Draft and own a business continuity plan for the Council, ensuring staff are briefed, adequate testing takes place and that data is backed up securely.

Responsibilities as Responsible Financial Officer

- To act as Responsible Financial Officer by carrying out to a professional standard all the duties set out in the Council's Standing Orders and Financial Regulations and national legislation and guidance

- To ensure that those Orders and Regulations remain consistent with national legislation and guidance, and to recommend changes to ensure consistency where necessary
- To monitor the Council's compliance with its Financial Regulations, and to recommend changes and improvements to practice and the Regulations where it appears to be in the Council's interests to do so or where advised by others (e.g. the internal or external auditor) to do so
- To work at all times to deliver value for money for the Council and the most efficient use of its resources
- Presenting monthly financial information against the agreed budget to the Council
- Producing monthly reconciliation of bank balances against reserves
- Arranging the audit of the Council's financial affairs by an independent internal auditor
- Completing the Annual Return and Statement of Assurances for acceptance by the Council and onward transmission to the external auditor
- Receiving and arranging payments on behalf of and at the request of the Council
- Arranging quotations for goods and services, producing and signing all orders and contracts on behalf of the Council.
- Undertake such other duties as may be reasonably expected at this level.