

Penmaenmawr Town Council

Business Manager

£33,024 - £36,648 (SCP 24-28) pro-rata



Are you passionate about making communities great places to live?

Are you an enthusiastic, solutions-focussed person, able to build great partnerships?

If this sounds like you, then why not consider working with us!

Penmaenmawr Town Council is looking for a proactive, diligent and determined individual to undertake the role of **Business Manager**, supporting the communities of Capelulo, Dwygyfylchi, Penmaenmawr and Penmaenan.

We are diverse and lively team of twelve town councillors who want the best for our residents and communities and are looking for a new team member to support us in achieving our future plans.

As part of this job, you will be required to fulfil the following statutory roles within the Town Council:

- Principal Officer
- Town Clerk
- Responsible Financial Officer

You will be able to demonstrate the following essential criteria:

- Substantial business management experience and/or evidence of study in further education.
- Strong administration, finance and resource management, including planning, managing budgets, accounting systems, statutory financial duties and payroll.
- Extensive experience of Microsoft Office suite.
- Experience of working in a compliance-focussed role, for example, working with standing orders, GDPR, health & safety.
- Experience of working effectively at an operational and strategic level.
- Understanding of the challenges facing communities and local/county councils.
- Experience of designing/leading programmes of change/transformation.
- Significant experience of building relationships and working with multi-agency partnerships.
- Strong communication and engagement skills including wide use of social media.
- Ability to lead and manage teams, ensuring colleagues feel valued and supported.

The role is 30 hours weekly, office-based in Penmaenmawr. This includes working one evening/week and occasional weekend work at community events, as required.

Starting salary: £33,024 (pro-rata), plus attractive pension and annual leave package.

For an informal discussion, please contact: Lisa Goodier, Chair of HR Committee (lisa.goodier@penmaenmawr.org or 07525 726074) and/or James Cook, Chair of Governance & Finance Committee (james.cook@penmaenmawr.org or 07766 404608).

To apply:

- Application form (see link to download) which includes a personal statement of no more than 1,250 words demonstrating how you meet the essential criteria outlined above.

Please email your application to: lisa.goodier@penmaenmawr.org.

Closing date: 31st May 2024 at 12 noon.

Please note we reserve the right to close this vacancy early.