

# 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 a 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](mailto:lisa.goodier@penmaenmawr.org) or 07525 726074) and/or James Cook, Chair of Governance & Finance Committee ([james.cook@penmaenmawr.org](mailto: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](mailto:lisa.goodier@penmaenmawr.org).

Closing date: 31<sup>st</sup> May 2024 at 12 noon.

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