

<b>Job Description</b>	
<b>Job title</b>	TOWN COUNCIL MANAGER
<b>Accountable to</b>	Town Council
<b>Responsible for</b>	Town Council staff and resources
<b>Date reviewed</b>	March 2026

## **Purpose of the job**

The primary purpose of the post is, at all times, to lead the Town Council staff team, to be representative of Halewood Town Council: to the community, its stakeholders and partners in providing cost effective, high quality services and amenities which reflect the interest and expectations of the Halewood community, in accordance with the wishes and powers of the Town Council.

Specifically, to act as Chief Adviser and Proper Officer in overseeing the running of the Town Council including all its statutory, financial, operational and administrative functions. To act as the Responsible Financial Officer and to lead and effectively manage the Council staff in carrying out their duties.

During an initial probationary phase, the Town Council Manager will have the support of an experienced Consultant to facilitate the familiarisation of Halewood Council working practices.

## **Duties and responsibilities**

### **1. Proper Officer of the Council**

- a) Where statute, regulations or orders confirm, undertake the functional duties of the Proper Officer of the Council including: -
- b) The preparation, distribution and circulation of Agendas, Reports and Minutes and to attend all meetings of the Council and Committees, working parties and other groups.
- c) Receiving, recording, retaining and processing all declarations, notices, plans, documents, deeds, other documents and correspondence on behalf of the Council.
- d) Ensuring that all legal obligations of the Council are met.

- e) To brief and advise the Council on all relevant matters and to make a major contribution to the formulation, development, revision, monitoring and review of the Town Council's objectives and its strategies for achieving these.
- f) To draft, implement and monitor all policies of the Council.
- g) To be responsible for the safe, secure, convenient and accessible custody of all deeds, plans, records, correspondence and other documents concerning the Council.
- h) To liaise and build effective working partnerships with Knowsley Borough Council, other Town and Parish Council's and other bodies on matters of interest to the Town Council and to act as the Town Council's representative when required.

## 2. Responsible Financial Officer

- a) Where statute, regulations or orders confirm, undertake the functional duties of the Responsible Financial Officer to include: -
- b) The effective management and monitoring of the Council's finances and to advise the Council on financial strategies that will meet its declared financial and policy objectives.
- c) Compilation of base and revised estimates and advise on the calculation of the budget requirements and to issue the annual precept.
- d) Make the appropriate banking arrangements, ensure prompt banking of monies and payment of accounts and manage the Town Council's payroll.
- e) Manage cash flow, control investments and bank transfers and make appropriate insurance arrangements.
- f) Maintain the financial records of the Council in accordance with statutory guidance.
- g) The preparation of regular reports on budget monitoring and the correct allocation of income and expenditure.
- h) Adherence at all times to the Accounts and Audit Regulations and to compile and present the final accounts of the Council.
- i) Make appropriate arrangements for auditing Council records and for the Annual Audit of Accounts.

- j) Ensuring preparation of statutory and other accounts and grant claims, year-end payroll reconciliation's, V.A.T. accounts and completion of related returns.
- k) Monitoring compliance at all times with the Council's Financial Regulations, ensuring the correct financial systems and procedures are in place and adhered to.
- l) The preparation, publication and distribution of the Annual Report of the Town Council.
- m) Manage the Town Council's contractual arrangements with suppliers and contractors.

### 3. Management

- a) To oversee and monitor the work of the staff of the Town Council and ensure all the responsibilities of the Council as an employer are met.
- b) Effective and efficient management of the Town Council's staff and resources and the discharge of responsibilities as outlined in Standing Orders, Financial Regulations and relevant statutory guidance.
- c) To ensure high standards of service and customer care in all aspects of the Town Council's work and dealings with the public and the community.
- d) To ensure that any commercial services operated by the Town Council are managed on a competitive basis in line with best practices and develop these services in order to generate additional income.
- e) Subject to the approval of the Town Council, act as the Premises Licence Holder.
- f) Subject to the approval of the Town Council, maintain the 'Quality' status of the Town Council under the Local Council Award Scheme.

### 4. Data Protection & Information Security

- a) Implement and act in accordance with adopted Data Protection and Information Security Policies undertaking the role of 'Responsible Officer' under the General Data Protection Regulations
- b) Protect the Town Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- c) Report actual or potential security incidents.

# HALEWOOD TOWN COUNCIL

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken. Other duties may be necessary from time to time in accordance with established local practice or within the reasonable requirements of the Town Council; it is not and shall not be construed as all embracing or exclusive. The Town Manager must faithfully carry out all lawful orders and instructions of the Council.

**Approved by the Town Council at its meeting on 9<sup>th</sup> March 2026**





**Person Specification  
Town Council Manager**

Criteria	Requirements	* M.O.A
<b>Skills, knowledge, experience.</b> Where candidates cannot demonstrate the skills or knowledge required for the role they must demonstrate the ability and determination to quickly develop in those areas.		
1	Ability to embrace the core values and mission of the Town Council	E I & A
2	Consistent achievement over a minimum of 5 years in a Senior leadership / management role.	E I & A
3	Successful track record of building effective and productive working relationships.	E I & A
4	Ability to demonstrate sound management, financial and administrative skills.	E. I & A
5	Excellent understanding of community consultation and of positive engagement with residents, community groups, Town Council stakeholders and partners.	E I & A
6	Excellent communication skills, both orally and written including high quality drafting skills.	E I & A
7	Experience of staff management recruitment, selection, leading and by example, motivating, to a high level of achievement.	E. I & A
8	Detailed knowledge of the functions of and role of a Local Council.	D I & A
9	An understanding of relevant legislation affecting Local Councils, e.g. Planning, General Data Protection Regulations, Local Government Transparency Code 2015 and Employment.	D I & A
10	A working knowledge of accounting procedures and the ability to construct Statements of Account.	D I & A
11	Evidence of building excellent supportive internal and external relationships in a political environment, particularly within the public, private, and voluntary sector.	E I & A
12	Working knowledge of asset control and its place within Internal Control procedures.	E I & A
13	Working knowledge of social media communications.	E I & A
14	Knowledge and experience of bid writing.	D I & A

Qualifications		
15	In possession of, working towards, or a commitment to achieve, the Certificate in Local Government Administration.	E C
16	Recognised qualification of a legal, financial, administrative or managerial nature.	E C
Personal attributes and circumstances		
17	Pleasant, courteous and respectful personality.	E. I
18	Resourceful, proactive and decisive, open, honest and trustworthy.	E. I
19	Demonstrate a flexible, motivated and pro-active approach to service delivery.	E. I
20	Willingness to work unsocial hours.	E. I
21	Politically aware, robust and resilient enough to work within a challenging environment.	E. I

**\*Method of assessment (\*M.O.A)** - **A** = Application form: **I** = Interview. **E** – Essential, **D** - Desirable

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

**Approved by the Town Council at its meeting on 9<sup>th</sup> March 2026**

**\* \* \* This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months \* \* \***

