

HALEWOOD TOWN COUNCIL

Job Description	
Job title	TOWN MANAGER
Accountable to	Town Council
Responsible for	
Date reviewed	August 2025

Purpose of the job

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

Specifically, to carry out all functions required by law of a local authority Proper Officer and Responsible Financial Officer in a timely manner and to issue all statutory notifications, including all it's statutory, financial, operational and administrative functions. To lead and effectively manage the Council's staff team in the provision of cost effective, high quality services and amenities which best serve and reflect the interests and expectations of the Halewood community and its environment, in accordance with the wishes and powers of the Council.

Key Duties and responsibilities

1. To ensure that the legal obligations of the Council are met.
2. To develop and maintain a range of draft mandatory and discretionary policies for adoption by the Council.
3. To ensure that statutory and other provisions and notices governing or affecting the running of the Council are observed and to advise the Councillors on all meeting procedures and regulations.
4. To be the Council's principal adviser on all policy issues, developing and maintaining a range of draft mandatory and discretionary policies for adoption by the Council.
5. To keep services and activities under continuous review and to identify, plan and implement improvements in quality, efficiency and effectiveness.

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6. To keep up to date with changes in legislation and forthcoming changes and advise the Council accordingly ensuring that all Council policies and procedures meet statutory requirements.
7. To receive and conduct all necessary and appropriate correspondence and documents on behalf of the Council as a result of the instructions, or the known policy of, the Council or, when appropriate, bring relevant items to the attention of the Council.
8. To be responsible for the proper maintenance and safe custody of Council records, deeds and documents
9. As Proper Officer, to sign, seal and deliver any agreements, contracts, conveyances, licences, consents, approvals etc on behalf of the Council.
10. To prepare and publish, in consultation with appropriate members of the Council, agendas for meetings of the Council and Committees in accordance with all statutory requirements and prepare minutes for approval, other than where such duties have been delegated to another Officer.
11. To ensure that all meetings of the Council and all meetings of its Committees, Sub- Committees and Working Parties are clerked, attending personally other than where such duties have been delegated to another Officer, and to maintain Councillor's attendance records.
12. To ensure that Council's budget is prepared and balanced, invoices paid and records prepared for audit purposes and VAT.
13. To prepare and publish an Annual Report for the Council.
14. To head the Council's paid service and manage all other members of staff in keeping with the policies of the Council and employment law and to ensure they perform to expected standards.
15. To arrange and/or undertake staff annual performance appraisals or reviews and deal with any redundancy, disciplinary, capability or grievance issues in accordance with the Council's policies and procedures.
16. To undertake all necessary activities in connection with the management and payment of salaries, conditions of employment and work of Town Council staff.
17. To apply the principles of equality and equal opportunities as embodied in the Council's policies and practices to promote equality of opportunity and treatment and the appropriate attitude and behaviour for all employees.
18. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
19. To be responsible for the management, maintenance, security and use of all the Council's properties, assets and facilities, whether through direct management or through contracts, agreements or partnerships with other parties or providers.

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20. As required, undertake the role of Premises Licence Holder for Hollies Hall and the Arncliffe Sports and Community Centre.
21. To act as the official representative of the Council at meetings of other relevant organisations as required.
22. To maintain effective and positive press and public relations and prepare, in consultation with key Councillors, press releases about the activities of, or decisions of, the Council.
23. To take appropriate public relations action to enhance the profile and image of the Council and promote and protect the views/interest of the Council with all relevant external organisations or individuals.
24. To develop effective liaison and an effective working partnership with Knowsley MBC, other public authorities, statutory and voluntary bodies and other agencies as the Council's representative, to ensure that the Council plays a full and effective role in issues affecting the area.
25. To work to improve, develop and up-date the Council's website.
26. To ensure that the Council's obligations for financial risk assessment and insurance are properly met and that health and safety obligations under the Health and Safety at Work Act and other related legislation are met.
27. To attend training courses or seminars on the work and role of the Clerk and the Council's activities as required by the Council.
28. To manage the arrangements to comply with the Data Protection Act 2018 and the UK General Data Protection Regulation 2018.

Key Duties & Responsibilities: Responsible Financial Officer

As the Council's Responsible Financial Officer to be responsible for all financial procedures and records, and the careful administration of its finances, in compliance with all statutory obligations or other laws, provisions and policies governing or affecting the running of the Council including:

1. To carry out all the functions required by law of the Council's Responsible Financial Officer under section 151 of the Local Government Act 1972 for all financial matters and records of the Council.
2. Acting as the Council's principal adviser on financial matters, and to be responsible for the careful administration of the Council's finances, and the proper application and maintenance of the Council's Standing Orders and Financial Regulations.
3. Ensuring that the Council's finances are effectively managed and monitored, and to advise the Council on its financial forward plan, strategy and policies.

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4. Advising the Council and its Committees on and prepare the annual budget estimates and five year forecast of income and expenditure for revenue services, the capital budget programme and annual Precept requirements.
5. Monitoring and managing the Council's budget expenditure and income, and to provide the Council and Committees with a regular statement of income and expenditure under each heading in the approved annual revenue and capital budgets.
6. Ensuring that all management reports are reported to the Council, and the statutory internal and external audit requirements are undertaken and completed each year, and any consequential action taken.
7. Issuing and reporting on invoices for goods and services to be paid for by the Council, and to ensure such accounts are met and that:
 - all necessary activities in connection with the management and payment of salaries and expenses are administered accurately and legally
 - all payments made to the Council are recorded, any necessary receipts issued, all cash and cheques received banked, all associated records kept, and any queries are investigated.
 - invoices are prepared and issued on behalf of the Council for goods and services to ensure payment is received.
 - all necessary records in connection with the above are maintained.
 - all necessary administration and banking procedures are arranged to ensure that all full and part-time staff wages and salaries are paid.
 - petty cash accounts are operated properly, and all associated records of purchases are maintained.
 - all relevant rents or charges are collected for relevant Council services and facilities.
 - all necessary Revenue and Customs, VAT, SSP and pension financial returns and/or payments are completed and dispatched on time.
 - records, returns and public notices for the annual audit are prepared and the necessary public notices displayed.
 - appropriate financial IT systems are in place and operated securely.
 - monitoring and ensuring that the Council's accounts are controlled, and the Council informed of the ongoing financial situation.
8. Ensuring all necessary records are prepared for audit and VAT purposes.
9. Ensuring that the Council's obligations for financial risk management, including risk assessments, are properly met and where necessary risks are properly insured.
10. Manage the Town Council's contractual arrangements with suppliers and contractors
11. Ensuring that adequate financial security, and internal financial and accounting controls, are in place and periodically reviewed, and the accounting records of the Council are maintained and kept up to date in accordance with proper practices.
12. Ensuring that an annual equipment inventory and asset register are in place.

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13. Ensuring that all surplus Council funds are invested securely and income maximized.
14. To ensure that the commercial services operated by the Town Council are managed on a competitive basis in line with best practices in the private sector, to optimise their long term value as assets to the local community. To develop these services in order to produce additional revenue income which will enable additional non-commercial community services to be provided and maintained without further recourse to Council Tax
15. Ensure that any other duties as set out in the Council adopted Financial Regulations, are met.
16. Adhere at all times to the Accounts and Audit Regulations and to compile and present the final accounts of the Council.

General Duties

1. To oversee the expedient completion of tasks, projects, and activities and manage the day-to-day running of the Council.
2. To continue, via training, to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council and to attend training courses or seminars on the work and role of Town Manager and Responsible Financial Officer and the Council's activities as required by the Council.
3. As approved by the Council, to attend sector specific conferences, seminars and workshops.
4. 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.
5. Subject to the approval of the Town Council, maintain the 'Quality' status of the Town Council under the Local Council Award Scheme.
6. 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.
7. 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 held on 28th August 2025