



# Job Description

## Business Manager

Responsible to: Directors of IPROW, reporting to the President.

Job Purpose: To support and advise the Board of Directors and to ensure the company operates in compliance with company law. To provide line management to Training Officer and Membership Officer. To liaise as needed with contractors also employed by IPROW.

### Responsibilities

Typical tasks include:

- Organising Board meetings, the Annual General Meeting and any extraordinary meetings as required.
- Preparing agendas for and taking minutes of board meetings and annual general meetings.
- Ensuring that the Board are made aware of any relevant national issues, policies or consultations and collate and reply as agreed. This could include letters to MP's or Ministers, DEFRA, Natural England and various other bodies and user groups.
- Maintaining insurance policies.
- Developing and overseeing the systems that ensure the Company complies with all applicable codes in respect of its legal and statutory requirements.
- Liaising with external regulators and advisers, such as lawyers and auditors to ensure, compliance with relevant legislation and the regulatory environment.
- Advising the Board of the implications of the above in respect to any policies or working practices.
- Maintaining the 'Good Governance' list and advising Directors of their jobs/responsibilities using it as a guide.
- Line management of other staff employed by IPROW, either directly or as a contractor. To be the first point of contact for day to day enquiries, to communicate Board decisions from meetings and follow up and to check and authorise time sheets and overtime within certain limits.
- Certain financial responsibilities, i.e.: Pay bills and issue receipts as required, bank cheques, chase unpaid invoices (a list of outstanding invoices after bank reconciliation each month will be compiled and sent by the accountants) and ensure PAYE, NI, etc. are administered in line with HMRC requirements.
- Liaison with accountants as necessary to ensure smooth running of financial matters.
- Any other duties which the Directors may consider necessary.

**Qualifications, knowledge and experience**

- Knowledge of company law and administrative tasks of the Company Secretary and/or experience of running a small company
- Proven organisational and administrative skills
- Ability to work on own initiative without supervision
- Good knowledge of the Institute’s function and objectives
- Good communication skills – verbal and written
- Good familiarity with information technology (including popular software, online file sharing and the internet) and the ability to learn new skills given appropriate training
- Previous experience of managing staff would be desirable.
- Ability to travel throughout the UK and flexibility to attend occasional overnight events
- A good understanding of rights of way and public access legislation