

JOB DESCRIPTION

JOB TITLE:	Business Manager
GRADE:	SM1 (SCP44-47) (2019/20 ££46,393 - £51,050)
BASE:	Guildhall, Quayside, Newcastle upon Tyne, NE1 3AF
MANAGED BY:	Managing Director
TERM:	1FTE

Join our Team

NEPO undertakes high-value procurement in major strategic areas of spend in partnership with North East local authorities (known as our Member Authorities) and a range of nationwide Associate Members.

Our vision is to achieve benefits through collaborative procurement. This means that we are focussed on delivering positive outcomes for our Member Authorities, regional supply base and over 300 Associate Members from the wider public sector. In addition to delivering a collaborative procurement work programme of £210M, NEPO is responsible for the NEPO Portal and the NEPO Business Club programme of support for our suppliers.

NEPO is a forward-thinking organisation that supports personal development and provides a unique opportunity to work collaboratively across the North East public sector.

NEPO employees benefit from:

- ✓ Flexible working
- ✓ Access to technology that enables agile working
- ✓ Continuing professional development, including training opportunities
- ✓ Annual leave ranging from 25 to 30 days (depending on length of service), plus public holidays
- ✓ Eligibility to join the Local Government Pension Scheme
- ✓ Child Care Vouchers
- ✓ Offices based in the heart of Newcastle's Quayside with great links by public transport and road

The Role

The successful postholder will operate as the strategic finance lead for NEPO, ensuring the completion of all necessary financial management information to support wider ANEC Ltd activity and report on financial and compliance matters.

The successful postholder will lead on income collection and ensure all income is collected in a robust and timely fashion. Provide effective income forecasting and reporting to the Associate Director and NEPO Member Authorities.

Supporting the Associate Director, act as strategic lead for premises and facilitates management for NEPO. Where required commission and manage contracts to ensure outcomes are delivered and the solutions meets the needs of the organisation, associated risks are managed and value for money is achieved for facility management services such as cleaning.

Support the Associate Director in ensuring there are robust service level agreements in place to support the effective operational delivery of NEPO. Act as the nominated day to day lead for organisational SLA's including legal, finance, ICT and premises.

Important dates

The deadline for applications is **23:00 on 13th March 2019**
Interviews will be held on 21st March 2019

NEPO may use additional second stage interviews and/or personality questionnaires as required.

Apply

Applications will **only** be accepted via <https://www.northeastjobs.org.uk/> For an informal discussion about the post, please contact Nicola Shelley on 07585986240 or nicola.shelley@nepo.org

No recruitment agencies please.

For further information about NEPO and its work, please visit our website at www.nepo.org.

ENDS