



WRITTLE PARISH COUNCIL
Parish Office
The Green
Writtle CM1 3DT

JOB VACANCY

ASSISTANT FINANCIAL OFFICER

Writtle Parish Council has an opportunity for a confident individual to join their small team as Assistant Financial Officer. The main purpose of the role will be:-

- Administrative responsibilities of the Council's accounting, audit and finance ensuring compliance with financial regulations.
- To assist the Parish Clerk in managing and monitoring the Council's finances.
- To work in conjunction with the Clerical Officer at all times and in the Parish Clerk's absence to be joint senior administrative officer of the Council.
- To oversee and direct the work of any member of staff assisting with finance administration.
- To work as part of a small team providing an efficient and friendly service to customers in order to achieve maximum efficiency.
- To attend occasional evening meetings.

Successful candidate should be able to demonstrate:

- Bookkeeping, accounting and cash handling experience
- Highly effective interpersonal skills
- A flexible approach to hours of work and day to day duties and responsibilities
- Administrative and IT skills (particularly Word, Excel and experience of finance software)
- Experience of Local Government, or similar environment.

Working hours: Pro Rata for 20 hours per week

Salary: National Joint Council SCP 13-15 (£22,021-£22,911 full time equivalent for 37 hour week)
NJC for Local Government Services conditions apply in respect of salary, holidays and pension

A person specification and job description can be downloaded from the Parish Council website www.writtlepc.co.uk. Applications will be by CV and a covering letter explaining what you have to offer the role and should be sent to:

Lauretta Fox, Parish Clerk, Writtle Parish Council, Parish Office, The Green, Writtle CM1 3DT or by email: clerk@writtle-pc.gov.uk

Closing date for applications: 17 January 2020