



VACANCY

FINANCE ADMINISTRATOR

POST GRADE: NJC Points SCP 21 – 24 (FTE £30,825 - £33,024) plus
Local Government Pension Scheme

HOURS: Flexible up to 0.2 FTE (One day per week)

STATUS: Temporary for six months with a view to a permanent post

We are looking for an exceptionally organised Finance Officer to join our small team here at Hebden Royd Town Council.

Working closely with the Town Clerk you'll be supporting the organisation's financial function and will oversee accounting systems. You'll work collaboratively with our staff and Councillors, to ensure the Town Council maintains the highest level of financial management.

The ideal candidate will have strong financial management skills, with a good knowledge of SAGE and Microsoft packages being essential. They will be a highly skilled financial administrator, capable of multitasking and working efficiently to deliver the ambitious work of the Council.

Duties include providing the operation of daily accounts, raising invoices, preparation of reports, bank reconciliation, VAT returns and year end returns.

If you have the skills and experience to help us deliver our work, we'd love to hear from you.

If you have any queries or require further information about this role, please contact Emma Green at info@hebdenroydtowncouncil.gov.uk

A job description, person specification and an application form can be downloaded from :
www.hebdenroydtowncouncil.gov.uk

Applications are only accepted via application form.

Applications to be received by noon Monday 22 July 2024

Interview date is Monday 29 July 2024

Role to commence summer 2024 with exact start date to be negotiated.