

Finance Assistant

Job Description

Position: Permanent – Part time

Hours: 24 hours per week: Monday to Thursday, 9am to 4pm with a 1 hour lunch break.

Skills: Applicants will be computer literate with a good knowledge of book keeping, preferably using SAGE accounts and payroll. They should also be an experienced administrator.

Excellent communication skills, customer service experience and the ability to organise and prioritise a workload is also required.

Pension: Auto-enrolment into the Local Government Scheme

1. To undertake day to day management of the council's finances. Tasks include, invoicing, sales ledger, purchase ledger, bank reconciliations, monthly payroll and VAT returns.
2. To assist in the monitoring and control of Council expenditure and assist in the preparation of the annual budget estimates.
3. To complete the council's annual accounts and co-ordinate internal and external audits.
4. To deal with general enquiries when other members of staff are not available.
5. To undertake such other duties as may be required from time to time commensurate with the level of the post and in particular to provide cover for other office staff.
6. A flexible approach to hours of work are sometimes required.