

# **BILDON TOWN COUNCIL**

## **Vacancy for a Responsible Financial Officer**

Baldon Town Council is seeking to appoint a forward thinking and enthusiastic person to fill the post of Responsible Financial Officer who will operate the Council's financial systems and prepare end of year accounts.

Applicants should be able to demonstrate that they have:

- \* proven experience of and/or qualifications in financial management, and skills in administrative procedures, including use of a wide range of computer packages,
- \* a working knowledge of local government law and procedures, or be able to show they have the potential and willingness to learn with training,
- \* the capacity to work as part of a small team.

The hours of employment will be an average of 14 hours per week, which will usually be worked over two days a week, but the demands of the role will require some flexibility. Attendance will, on occasions, be required at meetings which take place in the evenings.

The salary scale is (NJC Scale 18 £24,982 – 23 £27,741) pro rata.

The closing date for receipt of applications is noon, on Tuesday the 29<sup>th</sup> of September 2020.

To apply for the post, please download an application form, person specification and job description from our website using the following link, <https://www.baldontowncouncil.gov.uk/documents.html#item-1344384> alternatively you can e-mail enquiries@baldontowncouncil.gov.uk for an application pack.

If you wish to discuss the post, please contact the Town Clerk, Louanna Winch on 07938 062814 or via email at [clerk@baldontowncouncil.gov.uk](mailto:clerk@baldontowncouncil.gov.uk)