



# PENISTONE TOWN COUNCIL



## VACANCY FOR FINANCE OFFICER'S

Penistone Town Council are currently recruiting for two posts for Finance Officer's on a part-time basis. Penistone Town Council are an active, busy Council that are looking for a highly motivated, flexible and enthusiastic person who can apply excellent attention to detail and work on their own initiative in an interesting and varied role.

These are both part-time posts of 20 hours per week and the successful applicants will be based at the Town Council offices located in St John's Community Centre, Penistone. The salary is in accordance with National Joint Council recommendations; pay scale LC2 (substantive benchmark range), points 24 to 28.

Knowledge of accountancy software namely RIALTAS or SAGE with payroll and Microsoft packages being essential.

Duties include providing the operation of daily financial accounts, raising invoices, payroll, control accounts, preparation of financial reports for the RFO, bank reconciliations, VAT returns and assistance with year-end returns. Knowledge of dealing with commercial accounts and VAT would be preferential. The successful applicant will also have good communication, administrative and literacy skills as well as a good IT skill set, as they will be interacting with a wide range of people, and other organisations in both verbal and written formats. The Finance Officer will need to be hands on with support from the Clerk and Responsible Finance Officer with a strong desire to develop within the post.

Previous experience is an advantage in Local Government but training will be provided in areas to meet the role.

Applicants will need to be available to work on occasions in the evenings and weekends, for which time off in lieu by mutual agreement will be given.

**Please note CV's will not be accepted and a full job application form will be required for completion.**

An application form, job description and person specification can be obtained from:

[admin@pentowncouncil.gov.uk](mailto:admin@pentowncouncil.gov.uk)

For further queries on the post please contact Tara Ball, Town Clerk and Responsible Finance Officer on:

[clerk@pentowncouncil.gov.uk](mailto:clerk@pentowncouncil.gov.uk)

Closing date for applications: Thursday 5<sup>th</sup> May 2022 at 4 p.m.