

South Kirkby and Moorthorpe Town Council



We are looking to recruit a Finance & Project Officer

Purpose of the job

To provide day-to-day financial management of the Town Council under the direction of the Council Manager and Clerk to the Town Council. To manage the Town Council's financial affairs within the legal framework for local authorities and to comply with current legislation, statements of recommended practice and accounting codes of practice. To ensure that the Town Council complies with the Financial Regulations as approved from time to time by councillors.

To act as the Town Council's "Responsible Finance Officer" (RFO) described in the Accounts and Audit Regulations 2003, section 2(2)(a) as: "the person who, by virtue of section 151 of the Local Government Act 1972, is responsible for the administration of the financial affairs of a relevant body or, if no person is so responsible, the person who is responsible for keeping the accounts of such a body".

Qualifications & Skills

Recognised Financial qualification ideally within Local Government or similar sector
Preferred knowledge of local government statutory framework
Understanding of issues around financial management of public funds and resources
Ability to operate in a commercial environment
Organised, diligent and computer literacy with experience on different software packages is essential
The hours are 37 per week but can be worked flexibly to suit the needs of the Town Council and of the post holder in consultation with Council Manager and Clerk to the Town Council.
Some duties may necessitate evening or weekend work or being called out occasionally.
Diplomacy and discretion skills

Salary to be discussed dependent on experience and qualifications NJC contract and pension scheme

CLOSING DATE 21 FEBRUARY 2020 AT 12 NOON

Please contact townclerk@SKMTC.org for a job description and application form