



Wales Parish Council

133B Wales Road
Kiveton Park
Sheffield
S26 6RB

Tel: 01909 515784

Email: office@wales-pc.org.uk

Vacancy for a Responsible Financial Officer [RFO] Part Time up to 20 Hours

Wales Parish Council in Kiveton Park, (S26 6RB) is seeking to recruit to the post of Responsible Financial Officer to the Council a highly motivated person with a wide variety of skills.

The position is part-time to work 20 hours a week. Work days will be Thursday and Friday with other days to suit, making up the total hours. Nominal work day is 9:00 to 17:00.

Knowledge of SAGE accounts and payroll together with experience of the Microsoft software packages is essential.

Duties include the preparation of reports for monthly council meetings, annual governance returns to our external auditor, control of petty cash, raising invoices, making authorised payments, bank reconciliations and VAT returns. You will also liaise with our Internal Auditor.

A willingness to undertake training or prior knowledge of maintaining a website and familiarity with local government regulations is also required. In the absence of the Proper Officer (Clerk) to the council you will act as Line Manager to our Green Spaces staff.

Holidays are 5.4 weeks, (27 pro rata) plus 8 statutory. The salary is by negotiation depending on experience and qualification, £11.50 to £12.50 per hour.

To apply send a C.V. to office@wales-pc.org.uk or telephone 01909 515784 for an electronic application form.

Closing Date: Friday 13th May 2022