

Wetherby Town Council

A recent staffing review, conducted by the Local Council Consultancy on behalf of Wetherby Town Council, has identified the need for additional support with financial tasks and routine bookkeeping. This is to provide better business resilience and create increased administrative capacity.

The Council is initially looking for temporary support whilst other aspects of the review are implemented. This would suit a self-employed bookkeeper or administrator looking for additional work over the next few months to 1/4/23.

The work is estimated to take up to 18 hours per week and can be undertaken via a flexible arrangement. It will be paid on a time worked basis and subject to regular review.

Tasks will include:

- Data entry to record financial transactions in relation to the cemetery, market, events and other Council activities.
- Payment of invoices.
- Banking.
- Bank reconciliations.
- Bookkeeping service for Wetherby Town Hall.

Training will be provided on the sector specific software used by the Council:
<https://www.rialtas.co.uk/solutions/omega-accounting/>

Due to having access to sensitive financial records and the Council's bank accounts, references will be required and taken up.

Applications by CV with accompanying fee proposal are invited.

For further information, or to apply for this position, please contact the Clerk to the Town Council:

Mrs Iona Taylor by calling 01937 583584 or e-mail clerk@wetherby.co.uk