

Bourton on the Water Parish Council

Temporary Financial Officer Vacancy

Bourton on the Water Parish Council is seeking to appoint a person to the position of Financial Officer. The Financial Officer will provide administrative support to the Council and the Clerk, and will be required to manage all aspects of the council's finances.

The Officer's duties will include:

- Maintaining the Parish Council's daily cash book and accounting records (Scribe);
- Reconciling bank statements;
- Preparing monthly/quarterly financial statements and reports to Council;
- Issuing and arranging payment of invoices;
- Preparing for the annual internal and external audits;
- Preparing and submitting quarterly VAT returns;

Applications are invited from interested persons who meet the following criteria:

- Computer literate;
- Experience in a similar financial role using a financial accounting package;
- Knowledge of Scribe will be a distinct advantage as this is the Council's current accounting package;
- Experience of VAT;
- Knowledge or understanding of local council administration is preferable;
- Trustworthy, conscientious and a team player with a strong work ethic;
- Preference will be given for suitable candidates who are available to work on a Monday;

This is a newly created temporary, part-time position for 8 hours per week, with the possibility of more hours as the workload becomes established or as responsibilities increase. Initially, the new Officer will be expected to work from the Council office at the George Moore Community Centre. Working from home may be available at a later date in the event the Council transfers to cloud storage of data.

Bourton on the Water is designated one of the key Service Centres in the draft Local Plan, and currently has a population of 3,500. The current precept is £128k, and the Council's responsibilities include the running of a multi-purpose Community Centre with several commercial and residential tenants, and 3 public rooms for hire.

Salary negotiable depending on experience and qualifications.

Applicants are invited to submit a CV and covering letter to the Clerk, Sue Cretney, by e-mail at clerk@bourtononthewaterpc.org.uk or in writing to Bourton on the Water Parish Council, The George Moore Community Centre, Moore Rd, Bourton on the Water, Glos GL54 2AZ.

The deadline for all applications is midday on **Friday 13th July 2018** with interviews to be scheduled for Thursday 19th July 2018.