



Wheathampstead Parish Council

Finance and Meetings Administrator (Part-time)

We are seeking to appoint a Finance and Meetings Administrator, experienced in the use of the SAGE accounting package.

Working as part of a small administration team, the successful candidate will be responsible for all aspects of community contact on behalf of the council. Activities include:

- To oversee all aspects of finance using SAGE Line 50, including the accurate and timely processing of receipts, payments and salaries, purchase and sales invoices and ad hoc journal entries
- To manage the submission of all statutory returns for VAT and External Audit, within the deadlines laid down.
- To provide professional advice and support to Committees and the Responsible Financial Officer, attending meetings (mostly evenings) and taking minutes as required.
- To be jointly responsible for the implementation of new projects as agreed by Council. Approximately half the job is financial.

Salary at a point on the scale between £21,057-£25,694 pro rata.

22 hours per week includes working hours 9am - 1pm, plus limited out of hours working.

Closing date for applications is 19th October 2017

Memorial Hall, Marford Road
Wheathampstead, AI4 8AY
Email: info@wheathampstead-pc.gov.uk
Tel: 01582 832541