



Responsible Finance Officer

Callington Town Council

16 hours per week

Starting rate of £14.21 per hour

We are currently seeking an experienced Finance Officer to join our team as a part-time Responsible Finance Officer (RFO). In this role, you will be responsible for daily finance activities; payroll for a small workforce and ensuring that month end is processed accurately and on time.

You'll be a part of a small, welcoming team in a Council that is well-known in the area. This is a varied finance role, where you will work across all finance functions independently and requires some prior experience.

The role includes:

- Maintaining the purchase ledger, verifying accuracy of invoices and resolving discrepancies pre-processing.
- Preparing payments for approval
- Preparing payroll & wages journal
- Sales Ledger & Invoicing
- Bank Reconciliation
- Cash management
- VAT
- Pre-payments and accruals
- Checking control accounts
- Producing monthly management accounts for review

You should be:

- AAT profile: desirable to have, but not essential.
- Previous experience in a similar role
- Be flexible in work content, with a "can do" attitude.
- Ability to work independently and communicate with others
- Ability to prioritise

Benefits:

- Free Parking

Hours:

16 hours over 2-3 days per week in a work pattern to be agreed (however we have some flexibility in working hours/days of the week worked.)

The successful candidate will have the ability to work independently and have a good understanding of balance sheets, including VAT and PAYE reconciliations.

This job is based in a lovely Town Hall in the centre of Callington, with some good transport links available and free parking.

Job Type: Part-time

Part-time hours: 16 per week

Salary: From £14.21 per hour

Benefits:

- Free parking
- On-site parking
- Sick pay

Schedule:

- Day shift
- No weekends

Ability to commute/relocate:

- Callington, PL17 7BD: reliably commute or plan to relocate before starting work (required)

Experience:

- Accounting: 1 year (preferred)

Work Location: In person

Application deadline: 21/05/2023. Completed application forms to be sent to:

clerk@callington-tc.gov.uk

Expected start date: 12/06/2023