

VACANCY: FINANCE OFFICER

**Crowthorne Parish Council
The Morgan Centre
Wellington Road
Crowthorne
Berkshire.
RG45 7LD**



Salary: £15,808 pa
(25 hours per week, Monday to Friday)

Do you have public sector experience and would like to work locally?

An opportunity has arisen for a professional and efficient Finance Officer to join the busy, hardworking team at Crowthorne Parish Council.

The responsibilities of the post include: -

Managing the Sage 50 accounting system, posting all sales/purchase invoices and receipts/payments. Monitoring the monthly bank statements and completing monthly bank reconciliations. Raising all sales invoices and ensuring payments are received. Preparation and payment of monthly staff salaries, tax, NI & pension payments. Completion of financial and PAYE year-end.

Person Specification: -

The ideal candidate will have experience in a similar role, i.e., purchase ledger, accounts payable, VAT, year-end and PAYE.

The ideal candidate will also be able to work methodically and accurately to meet accounting and business deadlines. Knowledge of Sage 50 and strong Excel skills are essential. A positive attitude and flexibility to perform additional duties is also required.

If this sounds like the new role for you, then we want to hear from you.

Closing date for applications: 12 January 2018.
Proposed interview day: 25/26 January 2018.