



Bracknell Town Council



Finance and Administration Assistant

Maternity Cover for a minimum contract of 12 months

30-37 hours per week with the possibility of flexitime

£20,344.00—£25,295.00 Pro Rata

An interesting opportunity has arisen at Bracknell Town Council to join a fantastic team

Bracknell Town Council is responsible for the maintenance of the majority of the recreation areas and play facilities within the Bracknell Town area of Bracknell Forest Borough.

The small office based team seek an enthusiastic and skilled Finance and Administration Assistant to ensure the smooth running of the financial operations of the Council. Attention to detail is crucial within this role and the ability to manage and prioritise your own work load to ensure deadlines are met at all times.

Excellent communications skills are a necessity within this role and the candidate must have the confidence to deal with unusual/ difficult situations. The successful candidate will need to be competent with a sound judgement and a positive attitude.

The role is based at Brooke House, 54 High Street, Bracknell, Berkshire, RG12 1LL. Monday to Friday 30-37 hours per week for the right candidate with possible flexitime available.

How to apply:

To apply please complete the application and equal opportunity forms and send to: enquiries@bracknelltowncouncil.gov.uk or Brooke House, 54 High Street, Bracknell, RG12 1LL.

Please note CV's on their own will not be accepted.

Forms can be obtained from our website:

www.bracknelltowncouncil.gov.uk or email enquiries@bracknelltowncouncil.gov.uk

Closing Date: Midnight on 25.01.19

Interview process will take place: 28.01.19 - 01.02.19