

Mountsorrel Parish Council Administrative Assistant – Finance

We are looking to recruit a temporary Finance Assistant for 6 months in the first instance which could be extended. 18.5 Hours a week at £9ph Flexible working. Based at the Parish Council Offices. You will be part of a small team serving the Council and the people of Mountsorrel. Starting as soon as possible.

JOB SUMMARY:

The Administrative Assistant (Finances) provides financial support to the Clerk, as well as routine clerical and data entry to the Finance module of EDGE and payroll system BRIGHTPAY. Work includes, answering phones, responding to information requests, and scheduling appointments. Filing, scanning, photocopying, entering data into databases and assisting with special projects as needed.

Experience of these systems is desirable but training can be provided.

Knowledge

- ❖ General knowledge of office practices, procedures, and equipment.
- ❖ Knowledge of computerized and manual recordkeeping systems and the ability to maintain them.
- ❖ Knowledge of business English, spelling, and punctuation
- ❖ Knowledge of accounting/book keeping
- ❖ Payroll processing

Please apply on the enclosed form by and send to:

clerk@mountsorrelparishcouncil.co.uk

If you would like an informal discussion about this vacancy please call

Ross Willmott, Locum Clerk on 07976 398158