

Mountsorrel Parish Council
Finance & Administrative Officer P/T

We are looking to recruit a Finance & Administration Officer for 18 Hours a week at £12ph Flexible working. Based at the Parish Council Offices. With 22 days holiday pa pro rata and pension scheme.

You will be part of a small team serving the Council and the people of Mountsorrel. Starting as soon as possible.

JOB SUMMARY:

The Finance & Admin officer will take overall responsibility for the finance systems of the Council, including date entry into the Finance software for expenditure, running the payroll, producing financial reports from the system, bank reconciliations, petty cash, payment of accounts, VAT returns etc. Work also includes, answering phones, responding to information requests, and making appointments. Filing, scanning, photocopying.

Experience of our systems (EDGE and BrightPay) is desirable but training will be provided.

Knowledge & experience of:

- ❖ office practices, procedures, and equipment.
- ❖ computerised and manual finance systems & payroll and the ability to maintain them.
- ❖ accounting/book keeping
- ❖ Payroll processing, payment of Tax & NI, pensions
- ❖ Parish Council/local government, desirable.

Please apply using the form on the [mountsorrel parish council | MPC](#)

and return to clerk@mountsorrelparishcouncil.co.uk by Monday 4th October.

If you would like an informal discussion about this vacancy please call: Ross Willmott, Parish Manager on 07976 398158