



ADVERTISEMENT

Job title: Responsible Financial Officer (RFO)

Organisation: West Mersea Town Council

Salary: £32,708.00 per annum Pro Rata based on 37 hours per week

Application deadline: 31st October 2024

County: Colchester, Essex.

Email address: locum.clerk@westmerseatowncouncil.gov.uk

Phone number: 01206 382128

Summary:

West Mersea Town Council, is a very busy Council, providing a wide range of services to the local community, such as cemeteries, public toilets, open spaces, sport facilities and more.

West Mersea Town Council is seeking a Responsible Financial Officer (RFO) to manage its finances and assist in the day-to-day operations of the council. This office-based, part-time position is for 12 hours per week. The annual salary is £32,708.00 based on 37 hours per week, pro rata. The successful candidate will be responsible for preparing and monitoring monthly and annual budgets and year-end accounts, VAT returns and salaries, completing year-end accounts for the Town Council, using Edge software, and constructing relevant Finance Committee agendas. They will also attend Finance meetings and will apply knowledge of the local government framework to day-to-day office work. An ideal candidate will have a recognised accountancy and/or financial qualification and a working knowledge of Edge or the ability to learn it quickly.

To obtain more information please visit the website www.westmerseatowncouncil.gov.uk/Vacancy-RFO

To apply, candidates should send a CV and covering letter to West Mersea Town Council. The closing date for applications is 31st October 2024, and interview dates will be advised separately.