



**Temporary Finance Assistant
(Fixed term basis 6 months)**

Competitive salary, Local Government Pension Scheme.

Hours of Work: 22 hours per week worked over 3 days per week

Responsible to: Town Clerk and Responsible Financial Officer (RFO)

The role involves maintaining accurate electronic records of the Council's finances using Sage; management of sales and purchase ledgers; bank reconciliations; supporting grant and S106 applications and other relevant duties associated with the role.

For further information and to apply via CV and covering letter, please contact town.clerk@somertontowncouncil.gov.uk

Closing date for applications 29th May, 2024

INTERVIEW DATE

Interviews will be held on Friday 31st May, 2024

EQUAL OPPORTUNITIES POLICY STATEMENT

Somerton Town Council is fully committed to the development of policies to promote equal opportunity employment. Somerton Town Council's equal opportunity policy aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of gender, marriage/civil partnership, pregnancy and maternity, disability, race (including ethnic origin, colour, nationality, and national origin), religion or belief, age, or sexual orientation.

Somerton Town Council believes that this policy will ensure that the talents and resources of its employees and potential employees will be fully utilised.