



## **Thetford Town Council Vacancy**

### **Finance Officer**

Responsible for effective financial management of the Council in collaboration with, and in support of the Town Clerk.

37 hours of work per week

Rate of pay: SCP 17 £ 23,636

Applications are invited join the Thetford Town Council in a role as a Finance Officer This will involve providing advice and guidance on policy options and ensuring the effective implementation of Council policies. To perform financial tasks including purchase ledger, sales ledger, cash book posting, time sheet collection and recording of holidays, sickness and lieu time

Experience is required and additional training will be given, experience in a local government finance and the competent use of the SAGE accounting system are highly desirable.

Closing date for receipt of applications is: 1pm Friday 19<sup>th</sup> July 2019 with interviews for successful applicants due to take place on Wednesday 24<sup>th</sup> July 2019.

Please contact Thetford Town Council on 01842 754247 or visit The Carnegie, Cage Lane, Thetford IP24 2DS to request an application pack which will include a detailed Job Description. Alternatively, please email [tinacunnell@thetfordcouncil.gov.uk](mailto:tinacunnell@thetfordcouncil.gov.uk) to request the application pack electronically. Any CV's can be attached to the application form – but must be submitted in addition to the standard application form questions that must be answered.