



BRACKLEY TOWN COUNCIL

20 High Street, Brackley, Northants, NN13 7DS

Telephone: (01280) 702441 www.brackleynorthants-tc.gov.uk

Finance Officer

Salary Scale - 18 - 23 (£24,98 - £27,741) Full time – 37 hours

Following an office staff restructure, we have an exciting vacancy for a full time Finance Officer

Brackley is a vibrant and growing town, on the border of South Northamptonshire, with services expanding to meet that growth. The changes to the local government structure within the county also present new and exciting challenges.

The Town Council currently owns and manages the Grade II Listed Town Hall, the Old Fire Station and a new build large community hall. These provide great venues for events, weddings, performances and parties, etc. The Council has also been expanding its community events programme over the past few years. The Council is also responsible for large areas of open space and a cemetery, maintained by an in-house team of grounds staff.

We are looking for a real team player – we are a small team and work closely together. You may be asked to attend occasional evening and weekend events – time off in lieu will be given.

As a successful finance officer, your duties will be:

- To provide co-ordinated and comprehensive financial support for the Town Council in accordance with the council's financial procedures.
- To support the budget planning and monitoring activities for the council budget. The role holder works collaboratively with team members to provide a high quality and efficient finance service.
- To undertake routine financial functions, use RBS and assist in the accountancy cycle of budget monitoring and closure of accounts.
- To play a key role in the provision of a high quality and responsive finance service
- To work together with the Town Clerk and Deputy Town Clerk to establish objectives and take responsibility for managing a workload, organising and prioritising work to meet strict financial deadlines.
- Manage booking of BTC venues using Hallmaster and assist with booking enquiries.
- Prepare various reports as required for council, inc. budget monitoring, quarterly and half year reports, venue financial reports – income and expenditure

To be considered, you will have the following essential knowledge/experience:

- Previous experience of sales and purchase ledger, preparation of annual accounts, bank reconciliations, VAT, payroll, audit and financial risk assessment
 - Experience of public sector finance
 - Experience of using RBS finance software
 - Educated to A-level standard (or equivalent) and with good command of maths and English, both written and spoken
- Or
- 5GCSEs and equivalent practical experience.

For an application form and job description please download details from our website www.brackleynorthants-tc.gov.uk or email deputy@brackleynorthants-tc.gov.uk

Closing date: 5pm 16 April 2021

Interviews: Week commencing 26 April 2021