

Dersingham Parish Council

Responsible Finance Officer

Salary Scale scp 18-23, starting salary dependent on skills and experience.
4 hours a week - the post is suitable for either office or remote/home working. The Parish Council has an office within Dersingham Village Centre.
Local government Pension Scheme offered.

Dersingham Parish Council has recently reviewed its staffing structure and is looking to recruit a Responsible Finance Officer.

It is preferred that the successful candidate has experience of working within local government financial services. It is essential that you are a good communicator, be able demonstrate good team player skills and to be able to work under pressure. Experience of using finance software is essential and use of EDGE IT finance package is preferred together with experience of using Microsoft products, if required support for training will be offered.

The successful candidate will report to and work with the Council's Business Manager to ensure that the Council's finances are managed efficiently to ensure best value for money. The role includes being responsible for recording all financial transactions, producing regular management accounts, monitoring the Council's bank accounts, assisting in the preparation of the annual budgets and precept and ensuring compliance with the Council's Financial Regulations.

Duties require working one evening a month attending the Finance and Administration Committee meeting, usually a Monday evening, this may be remotely.

Dersingham is a large rural village adjoining the Sandringham Estate. The village has grown over the last 40 years and today has a population of just under 5000. Currently we have 14 councillors (maximum 18). The village is midway between the port of King's Lynn and the coastal resort of Hunstanton and has a good range of local shops and services.

If you wish to take this opportunity to serve a vibrant local council and have the required skills please send a CV together with a covering letter addressed to the Chairman, Dersingham Parish Council, by post to the Parish Council Office, 83 Manor Road, Dersingham PE31 6LN or email coral.shepherd@dersingham.org.uk. If you wish to discuss the post prior to application please contact the Chairman on 01485 542247.

The closing date for applications is 24th August. Interviews will be w/c 5th September 2022.