



Huntingdon Town Council

Recruitment of Accounts & Finance Manager / RFO

**Salary Scale: LC4 – SCP 46 – 50 per annum (£50,451 - £55,684 inclusive)
(depending on experience and qualifications)**

Plus – Local Government Pension Scheme, Generous Relocation Package and Free Parking.

Huntingdon Town Council is seeking to appoint an innovative, forward thinking, and proactive Accounts & Finance Manager / RFO to support the Town Clerk and the Council's operations. The post holder will play a key role in facilitating that the instructions of the Council are able to be carried out and will work closely with the elected members to ensure they are fully aware of the Council's financial position and requirements.

The Council has a Corporate Plan (2018-22) which is due for a full review during the Summer/Autumn 2021 period. The Town Council opened its new Eco Community Centre in February 2020, and its new Crematorium and Cemetery is due to open in October 2021. In addition, environmentally the Town Council is progressively moving forward with innovative ideas and sustainable initiatives.

The Accounts & Finance Manager / RFO will play a key role with implementing the Corporate Plan and managing its financial impacts on operations and staffing. The post holder will be responsible for ensuring the Council is up to date with all the necessary financial policies and legislation.

Applicants must be able to demonstrate that they have relevant experience – a track record of service achievement and innovation, commitment to public service, be motivated, community focused, and possess sound managerial, communication and organisational skills.

Candidates should have a sound knowledge of local government law and financial procedures. A Certificate in Local Council Administration (CiLCA) is ideal, as is a recognised accounting qualification.

Attendance at evening meetings and weekend events will be required, for which time off in lieu will be granted.

Huntingdon Town Council is committed to Equality of Opportunity and actively welcomes applications from all sections of the community.

A generous relocation package will be negotiated for the right candidate. This process is being managed by a third party acting for the Town Council. For an informal discussion and to access the Recruitment Pack then please call Mr Reg Williams on 07494 760535. Please note that all arrangements are subject to change due to Covid compliance guidelines.

- **The closing date for the receipt of applications is 12 Noon on Tuesday 12th October 2021.**
- **Formal interviews will take place at the Town Hall on Wednesday 27th October.**
- **It is hoped that the new Accounts & Finance Manager / RFO will commence their role around 4th January 2022.**