

Broughton Astley



Parish Council

would like to recruit a

Responsible Finance Officer

**24 HOURS - 9.00am - 3.00pm Monday, Tuesday,
Thursday & Friday**

Salary £29,269 – £32,076 pro rata dependent on experience

The Council is recruiting a Responsible Finance Officer to provide accounting support to the Parish Council. The position requires an individual with strong organisational, administrative, and interpersonal skills, with prior experience of working in accounts within an office environment.

Experience in Local Authority Accounting and Administration would be desirable. The ideal candidate will have experience of using the Rialtas Omega system and already possess FILCA or will work to achieve this qualification within the first 18 months of employment.

The post requires flexible working hours as you will be attending evening meetings for the Administration & Finance Committee.

If you would like more information about the role, please contact the Parish Manager on 01455-285655 or email parishmanager@broughton-astley.gov.uk or visit our website www.broughton-astley.gov.uk for an application pack.

**Closing date for applications is Sunday 28th January 2024
Interviews to take place 31st January & 1st February**