

Finance Assistant

Sevenoaks Town Council is a forward looking organisation seeking to appoint an Finance Assistant to work in our friendly busy office. We are undertaking some big projects in partnership with other organisations. Currently we are managing the refurbishment of the Bat and Ball station and other big schemes are on the drawing board. We run a number of events in the area and own and manage a number of parks, playgrounds, sports pitches, and open spaces. For further details about us please visit www.sevenoakstown.gov.uk

We are looking to appoint someone who will have a professional attitude and be able to fit into our small accounts team of 4 people. As a forward looking organisation there are opportunities to learn and progress.

What Will you be doing?

The main purpose of the job

- Purchase Ledger : Look after all aspects of purchases - receiving and recording purchase orders, purchase invoices, ensuring proper authorisation, coding (including VAT) , posting to the accounting system, preparing payment of invoices and credit card transactions. The job requires dealing with suppliers and colleagues at the Council. This is an important part of the job and will probably take 50%-60% of time.
- Purchase Ordering system : Play a key role in the development of an automated system that we are in the process of choosing and implementing.
- Petty Cash and banking : The office is responsible for collecting and issuing petty cash as well as banking any surplus cash.
- Maintaining Fixed Assets : ensure that all fixed assets are properly recorded in the general ledger and in the Fixed Assets Register.
- General Accounting duties: Help the team in other accounting duties as may be required from time to time. This may include sales ledger work; reconciliations; clearing up accounting queries.

What are we looking for?

- Someone with basic accounting qualifications (AAT Level 2) and experience of working in an accounts office.
- As purchases are a key aspect of this role you should have handled the type of work described above.
- A “team player” dedicated to doing a good job whilst also getting on with other people.
- Someone who wants to learn and grow with us taking the opportunities on offer.
- Enjoys helping us to deliver a great community service.

What is on Offer?

- A starting salary negotiable around £18,500 p.a (inc OFA) and an auto enrolment pension scheme
- 21 days holiday per annum rising to 25 days after 5 years
- 37 hours per week, working hours by mutual agreement, and Free parking
- Contribution towards training, eg., AAT fees (one day at college, term-time)

To Apply

Please complete job application form available from Sevenoaks Town Council website [https://sevenoakstown.gov.uk/Staff Information and Vacancies 19896.aspx](https://sevenoakstown.gov.uk/Staff%20Information%20and%20Vacancies%2019896.aspx)

and return to Sevenoaks Town Council, Council Offices, Bradbourne Vale Road Sevenoaks TN13 3QG

Closing date for applications is Friday 24 August 2018

For further information please email: rfo@sevenoakstown.gov.uk or call on 01732 468592