



EARLEY TOWN COUNCIL

**Part Time Finance Officer
(12 month maternity cover)**

Application Pack



Recruitment of Finance Officer P/T (Fixed term - 12 month maternity cover)

SCP 15 – 19 £23,541 - £25,481 per annum (£17,815 - £19,283 pro rata) plus Local Government Pension Scheme. 28 hours per week.

Earley Town Council is seeking to appoint an experienced, organised and diligent person to act as its Finance Officer.

The successful applicant will undertake purchase, sales and nominal ledger transactions, conduct bank reconciliations and assist in the preparation of financial reports for the Council. Additionally, the Finance Officer will provide support in the production of the annual budget and the preparation of accounts.

Applicants must be able to demonstrate that they have relevant experience, knowledge, skills and abilities as detailed in the person specification.

The closing date for receipt of applications is

12pm noon on Wednesday 1st September 2021

Interviews will take place on *Thursday 9th or Friday 10th September 2021*. Interviews will be in person.

For an informal discussion about the post contact Jess Friend, Senior Operations Support Officer at Earley Town Council, Council Offices, Radstock Lane, Earley, Reading RG6 5UL. Telephone 0118 986 8995 or email: jessfriend@earley-tc.gov.uk

Please note that CVs will not be accepted for this position.

Application forms are available on the Earley Town Council website www.earley-tc.gov.uk



About Earley Town Council

Earley is the largest Parish, and designated a Town, within Wokingham Borough, a Unitary Authority in Berkshire. It is located on the east outskirts of Reading between the M4 and the River Thames. It serves a population of some 33,000 and provides a range of services: burial ground, parks, a nature reserve, ancient and community woodlands, allotments, several sports and community facilities. Earley has a long and interesting history dating from Roman times. The Town Council was established in 1974.

Earley Town Council's key policy objective is to deliver services of the highest quality whilst providing value for money by following the principles of best value. It will endeavour to promote the wishes of local residents through consultation and by representation to Wokingham Borough or other authorities as appropriate. The Town Council will act in the best interests of residents of Earley and will conduct its business in an open and democratic manner.

Please read the information in this document before you complete your application form.

You will need to make clear in your application form:

- Why you are interested in the position
- What relevant skills and experience you have (refer to the Job Description and Person Specification)

Please complete the application form in full as shortlisting will be based on the information provided in the form.

Only completed application forms will be accepted, please do not send CVs.

References may be taken up for all shortlisted candidates.

Please return forms either:

- via email marked Private & Confidential to townclerk@earley-tc.gov.uk
- or by post in a sealed envelope marked Private & Confidential to:
Jo Friend, Town Clerk, Earley Town Council, Council Offices, Radstock Lane,
Earley, Reading, RG6 5UL.

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