



MALDON TOWN COUNCIL  
Town Council Offices  
Town Hall, Market Hill  
Maldon  
Essex CM9 4RL

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Town Mayor: Cllr J. Stilts

Town Clerk: Mrs J. Coleman

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[www.maldontowncouncil.gov.uk](http://www.maldontowncouncil.gov.uk)

Maldon Town Council has a vacancy for a part-time

## **ASSISTANT RESPONSIBLE FINANCIAL OFFICER**

Salary Scale LC1 22-25 (£21074 - £23111) dependent on qualifications and experience. Local government Pension Scheme available. Hours of work are initially 12 hours per week.

Maldon is a beautiful historic market town situated on the estuary of the River Blackwater in Essex, with a long and proud civic history. You will be working alongside the Town Clerk as part of a small friendly team, providing administrative support on financial matters to the Town Council. Your role will be to support Councillors, liaise with members of staff, local authority officers, and members of the public as required.

You will be responsible for supporting the Town Clerk in undertaking all aspects of the Council's accounting, audit and finance activities, whilst ensuring compliance with Financial Regulations. You will assist the Clerk in managing and monitoring the Council's finances and deal with all administrative and cash handling duties relating to the council's day to day finances, annual audit, monthly salary payments, VAT and Pension returns.

A local government background would be beneficial. Excellent IT skills are essential, (Word, Excel, PowerPoint and Social Media) and knowledge of Edge Accounting system or similar.

A person specification, job description and application pack can be downloaded from the Town Council website, [www.maldontowncouncil.gov.uk](http://www.maldontowncouncil.gov.uk). Informal enquiries should be addressed to the Town Clerk, Jane Coleman (Contact details above). Interviews will be undertaken during the week of 5<sup>th</sup> November 2018

We are an Equal Opportunities Employer

Closing date for applications is noon on 31<sup>st</sup> October 2018