|  |  |  |
| --- | --- | --- |
|  | Key Point | Comment |
| 1 | Financial Administrator |  |
| 2 | Stroud Town Council |  |
| 3 | Office based (58 London Road, Stroud GL5 2AD) with some home working possible due to Covid restrictions |  |
| 4 | Salary Scale Point 7 – 12 (20,092 to 22,183 FTE) |  |
| 5 | 16 hours per week |  |
| 6 | Budget - £1.2million with a precept of £620k  Population – 13,500 (approx.)  Staff – 14 members of staff including Green Spaces Team  Assets / Services - Amongst the Council’s recent projects are revamping a significant but dilapidated Victorian  building for community use and developing a Neighbourhood Development Plan for the town.  We have recently agreed to transfer ownership of a range of assets from Stroud District  Council, including in 2019 the Stroud Subscription Rooms.  Stroud Town Council is a larger town council that is committed to improving the quality of life of  all members of its community. The council provides core support to a range of partner  organisations involved in regeneration and meeting key social needs of its residents, as well as  supporting arts development in the town. |  |
| 7 | Person Specification below |  |
| 8 | Qualifications as per person spec |  |
| 9 | Benefits; Local Government Pension Scheme, Cycle to work scheme |  |
| 10 | Closing Date; Friday 4th June  Application Pack; <https://www.stroudtown.gov.uk/financial-administrator.html>  Emailed to [clerk@stroudtown.gov.uk](mailto:clerk@stroudtown.gov.uk)  CVs WILL NOT BE ACCEPTED |  |

Person Specification;

| **Financial Administrator** | Essential | Desirable |
| --- | --- | --- |
| Education | Educated to A level including GCSE (or equivalent) Mathematics and English  Relevant accountancy or bookkeeping qualification at Level 2 | Qualification in local council administration  Relevant accountancy or bookkeeping qualification at Level 3 or above |
| Experience | Minimum of 3 years’ experience in a finance administrative or bookkeeping role  Experience of VAT returns  Experience of payroll and pensions procedures and administration | Worked within a local council setting  Experience of RBS Omega software  Internal and external audit processes for local councils |
| **Skills and knowledge** | Competence in the use of MS Office software  Strong knowledge of MS Excel for creation and maintenance of spreadsheets and MS Word for preparing invoices and reports  Strong written and verbal communication skills  Advanced organisational and administration skills  Monitoring expenditure  Ability to prioritise tasks within tight deadlines  High standards of accuracy | Understanding of public sector organisations including purpose, cultures, structure and interrelations |
| **Personal Qualities** | Willing to accept and meet challenges to achieve positive results  Ability to work alone and harmoniously with staff, councillors the public and partnership organisations  Methodical and thorough approach to tasks  Ability to anticipate problems and find solutions |  |