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|  | 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 £620kPopulation – 13,500 (approx.)Staff – 14 members of staff including Green Spaces TeamAssets / Services - Amongst the Council’s recent projects are revamping a significant but dilapidated Victorianbuilding 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 DistrictCouncil, including in 2019 the Stroud Subscription Rooms.Stroud Town Council is a larger town council that is committed to improving the quality of life ofall members of its community. The council provides core support to a range of partnerorganisations involved in regeneration and meeting key social needs of its residents, as well assupporting 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 JuneApplication Pack; <https://www.stroudtown.gov.uk/financial-administrator.html>Emailed to 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 roleExperience 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 softwareStrong knowledge of MS Excel for creation and maintenance of spreadsheets and MS Word for preparing invoices and reportsStrong written and verbal communication skillsAdvanced organisational and administration skillsMonitoring expenditureAbility to prioritise tasks within tight deadlinesHigh 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 resultsAbility to work alone and harmoniously with staff, councillors the public and partnership organisationsMethodical and thorough approach to tasksAbility to anticipate problems and find solutions |  |