

## **Marchwood Parish Council.**

### **Responsible Financial Officer (part-time).**

We have an exciting opportunity for a Responsible Financial Officer (RFO) to join our team.

Marchwood is a village within the waterside area of the New Forest district. It has easy access to the New Forest, the Test Valley and the City of Southampton. There is a strong sense of community within the village. We have a thriving Village Hall with many activities on offer there. We are also very lucky to be served by excellent schools, youth and sports clubs, local businesses and other organisations.

We are offering a part-time position of **ten hours** per week and a salary of **£12.69p** per hour. This equates to Spinal Column Point (SCP) 17 of the current NJC pay scales.

### **Role & Responsibilities.**

You will need to be both financially and computer literate with good knowledge of Excel and accounting principles. You will be responsible for all aspects of the Council's accounts. This includes payments and receipts, monthly bank reconciliations and accounts reporting, Payroll, VAT returns, invoicing, annual budgeting setting and control of the budget and statutory Audit Commission returns.

### **Key requirements of the successful candidates.**

You will have proven organisational, administrative, communication and IT skills, together with experience in finance and budget control. You will need a community focus, and the drive to support the Council's services in these challenging times.

Previous Local Government/public centre experience is desirable together with a recognised accounting qualification. An AAT (full or part-qualified) would be desirable as would some experience of using the Omega accounts package.

For more information and a copy of the full job description and person specification and application form please contact: The Clerk to the Parish Council at [office@marchwoodparishcouncil.org.uk](mailto:office@marchwoodparishcouncil.org.uk) or call 02380 860273.

The closing date for applications is Wednesday 23<sup>rd</sup> December 2020.

Interviews will be held early in the New Year.

We look forward to hearing from you.