



## JOB VACANCY

**Post Title** Finance Officer (Part time – 25 hrs. per week – 19 hrs. core with 6 hrs. flexible)

**Salary:** **SCP 25 £36,363 (£24,570 pro-rata).** Pay award pending.

### **Vacancy reference FO26/PT**

**Job Summary:** Council offices

The postholder will be required to work on all financial disciplines within the Central Services Section. The main focus of duties will be to deal with all financial aspects of the Council alongside the Town Clerk (RFO). To provide an efficient and effective payroll processing service. Manage and oversee the calculation of salary payments to Town Council employees, including calculation of various deductions, pay increases, arrears of pay etc and the processing of data for computer input and payment. To process the payment of invoices for the supply of goods and services. Preparation of monthly accounts schedules for submission by the RFO to Committees and full Council meetings. To prepare the month-end closedown and the production of reports for costing purposes and to undertake bank and Control Account reconciliations. To undertake such other work as may reasonably be required which is commensurate with the grade and responsibilities of the post, along with future activities that the postholder will be expected to carry out as part of the Town Council's flexible working agreement. The postholder must have knowledge and experience of working with a variety of payroll, invoice and financial systems such as SAGE  
Other transferable skills within this sector of work is preferred.

A full driving licence is essential

For further details and application form, please telephone 01388 772563, email: [council@shildon.gov.uk](mailto:council@shildon.gov.uk) or write to Shildon Town Council, Council Offices, Civic Hall Square, Shildon, County Durham, DL4 1AH.

**Closing Date:** Completed forms to be returned by Friday 22<sup>nd</sup> May 2026.

If you have not heard from us within 28 days of the closing date, please assume that your application has been unsuccessful.