



Rugeley Town Council

FINANCE OFFICER
5 hours per week
SCP 19 – 23 (previously known as SCP 26 – 29)
Salary £24,799 – £26,999 pro rata

The Council seeks an enthusiastic individual to support the work of the Town Clerk and Assistant Town Clerk. This is an important post in our small team of staff and we are keen to appoint an individual capable of working on their own initiative whilst also working as an enthusiastic team member.

It is envisaged that the successful candidate will be well presented, efficient, bright and self-motivated. Detailed financial skills will be required, and it is essential to have previous demonstrable relevant experience and desirable to be knowledgeable with RBS Omega financial package or similar. The post is part-time with hours to be agreed on appointment.

Further details are available on the Town Council's website (home page)
www.rugeleytowncouncil.gov.uk

Or from Hilary Goodreid, Town Clerk, Rugeley Town Council, Taylors Lane, Rugeley
WS15 2AA
Tel: 01889 574074
E-mail: clerk@rugeleytowncouncil.gov.uk

Application is from a covering letter explaining why you are suitable for the position and what you can bring to the job, accompanied by a detailed CV.

Closing date: Thursday 25th April 2019 at 12pm

Initial interviews will be during the day on Monday 29th April 2019 and shortlisting interviews will take place on Wednesday 1st May 2019 at 6pm.