

# **BAR HILL PARISH COUNCIL**

# **VACANCY**

**Applications are invited for the post of**  
**RESPONSIBLE FINANCE OFFICER**

To be responsible for all financial records of the Council and undertake the careful administration of its finances.

Duties include ensuring Council operates adequate cash flow management for all creditors and debtors to the council, monthly accounts reports and reconciliations, VAT, Precept, and budget preparation and monitoring, preparation for audit, maintenance of asset register and risk management procedures in accordance with our Financial Regulations (NALC).

Hours: 5 per week (as an average per month)

Salary: NALC spine points 18 – 22 (depending on experience and qualifications)

For further details and pack contact Bar Hill Parish Council  
01954 780456

Closing Date: 10 July 2017