



Finance Assistant - Southwell Town Council

Southwell has a population of $\pm 8,000$ and is home to vibrant retail centre, many tourist attractions including the stunning Minster cathedral and National Trust Workhouse. It has a sought-after secondary school and is the home of Brackenhurst Campus which forms part of Nottingham Trent University.

Southwell Town Council is looking for an experienced individual to take on the permanent role of Finance Assistant.

The successful candidate will be experienced in all aspects of Finance and be able to work with varied financial software packages.

The following are some of the main duties to be undertaken (for a full list, see the Job Description):

- Monitor and report monthly income/expenditures and bank reconciliation
- Financial reports
- Annual account audit preparation
- Monitor and report on the annual budget and assist in entering budget data
- Reconcile invoices and create bills for payment spreadsheets for Council approvals
- Prepare and action VAT returns
- Track Purchase Orders and GRNs and keep accurate records
- Assist with gathering quotations
- Assist with mandate updates
- Assist in PAYE and NI Annual Returns for staff

The ideal candidate will demonstrate strong numeracy and financial management skills and be at an expert level on Excel or similar spreadsheets and financial management software. They will look to continuously improve the office financial systems and be proactive in their approach.

Hours: 14-28 –office based, (days/times are negotiable, but ideally 3-5 days in the office and some evenings required)

Salary: NJC Grade 5-6, NJC SC points 15-19, £30,024 - £32,061 FTE per annum (pro rata for hours worked)

Note: The annual salary will be pro rata depending on number of hours worked equating to circa £15.56 - £16.62 per hour.

Plus, excellent holiday allocation and pension contributions.

Covering letter addressing suitability for the role and CV to be sent by email to clerk@southwell-tc.gov.uk

Closing date: 24 July 2026 by 11:59pm. Interviews to be held w/c 10 August 2026.

Southwell Town Council is an equal opportunities employer and welcomes application for all sections of the community.