

**Part-Time Finance** **Administration Officer**

**15 hours per week**

**(flexible hours Mon-Fri between 8.30am – 5pm)**

**Full Time Salary Range £24,948-£26,845 (Grade LC1 13-17 SCP)**

**Pro Rata Salary : £10,114 - £10,881**

**Plus Local Government Pension Scheme**

Thame Town Council is seeking an individual to undertake finance administrative duties reporting to the Corporate Services Manager/RFO. The role is new due to expanding workload and is critical to the smooth operation of the Town Council.

This is an exciting and challenging part-time role that requires excellent communication, financial and administrative skills, working primarily with staff and Members of Thame Town Council in all aspects of Town Council Finance Administration.

In return we can offer a competitive salary, access to an excellent Local Government Pension Scheme,

25 days annual leave pro rata (in addition to public holidays).

An application pack can be obtained from the Council’s website: [www.thametowncouncil.gov.uk](http://www.thametowncouncil.gov.uk) or by email recruitment@thametowncouncil.gov.uk

Applications must be returned by 10am on Tuesday 11 April 2023

Short listed candidates will be invited to attend an interview between 17 – 18 April 2023

**If you have any questions, please contact Rosie Collins, on 01844 212833.**