



## **VACANCY**

### **Pembrey and Burry Port Town Council**

#### **Temporary Part Time Responsible Financial Officer Designate** **20 hours per week Monday to Friday 9am to 1pm**

#### **Six month contract**

**Grade G** (Spinal points 26 – 31) £23,866 - £28,221) pro-rata

The Town Council is seeking to appoint a person with relevant financial experience to undertake the post of Responsible Financial Officer (RFO).

The RFO is the Section 151 Officer and manages the financial affairs of the Council.

Duties of the post include the maintenance of the financial ledger and year end closure of accounts; budget monitoring; budget setting; and preparation of all Council financial reports and budgets.

The RFO must ensure the Council has financial policies and procedures in place to meet statutory requirements and that appropriate financial advice is provided to Members.

The post holder will also be responsible for supporting the Council in seeking sources of outside funding to assist in undertaking its capital programme of works.

Persons must be computer literate with an accounting qualification and background knowledge of Local Government is desirable. Application form and full job description are available by contacting the Town Council on 01554 834346 or [info@pembreyburryport-tc.gov.uk](mailto:info@pembreyburryport-tc.gov.uk)

The current post holder will be in position until Monday 8<sup>th</sup> April so the successful candidate will work alongside the current RFO and assume full responsibility wef 9<sup>th</sup> April 2019.

**The closing date for applications is Friday 22<sup>nd</sup> February 2019.**