**BIGGLESWADE TOWN COUNCIL**

**Assistant Accountant**

**Salary £29,439 - £32,020 per annum (SCP 22-25)
37 hours per week**

This is an exciting professional opportunity to play a role in the delivery of the Councils Corporate Aspirations 2021/2025 and to support the financial governance function. Whilst the role will be mainly office based, this can be a semi-hybrid role, with the successful candidate working four days a week at the Biggleswade Town Council Offices and one day a week remotely.

The post holders primary role is to support the Responsible Financial Officer (RFO) and Finance Manager in the management of the Council’s Finance and Accounting Function.

This includes and for instance:

* Supporting of the Purchase Ledger and the payment process.
* Procurement and Contracts management.
* Supporting the production of monthly projected outturns.
* Bank reconciliations and quarterly VAT returns.
* General accounting including journal creation and entry.
* Supporting with the internal and external audits.

Ideally the successful candidate should have finance and accounting experience in a Town Council and knowledge of the Rialtas/Omega Accounting package.

Biggleswade is a thriving, and rapidly expanding, market town within the Central Bedfordshire area and serves a population of over 21,000. The Town Council currently provides a wide range of services to the community, including Public Open Spaces, Parks, Tennis Courts, Cemeteries, Allotments and Community Buildings.

For a full Job Description, please visit our website: www.biggleswadetowncouncil.gov.uk.

To apply, please send your CV through to enquiry@biggleswadetowncouncil.gov.uk.

For an informal discussion about the role, please call the Finance Manager on either 01767 313134 or 07904 063122.