



**SPENNYMOOR TOWN COUNCIL ARE LOOKING TO RECRUIT A  
FINANCE AND ADMINISTRATION ASSISTANT**

**SALARY:**

£22,369 - £24,496 (SCP 7 to 12)

Part of Local Government Pension Scheme (Employer contributions currently 18.9%)

**LOCATION:**

Spennymoor Town Hall, Spennymoor, County Durham, DL16 6DG

**CONTRACT:**

Permanent – 37 hours per week (full time)

**THE ROLE:**

Our finance and administration department comprises a Finance Manager and four Finance and Administration Assistants who work closely together at Spennymoor Town Hall. Each of the four Finance and Administration Assistants have their own specialism, as well as a number of shared administrative duties from standard reception cover to tasks such as taking payments for goods and services, sorting incoming and outgoing post, raising sales orders, and raising purchase orders.

The specialism for this vacancy is finance where the successful candidate would see exciting variety as they primarily oversee the debtors ledger, the creditors ledger, and cashbooks on a day to day basis within Sage 50 Accounts Professional. A solid knowledge and understanding of debits and credits is desirable but not essential.

The successful candidate will have excellent attention to detail, be logical and methodical in their approach, be confident and competent with computers (we primarily use Excel, Word and Outlook), and hold strong written and verbal communication skills to help deliver excellent internal and external customer service.

Hours are 8.45am to 5pm Monday to Thursday, and 8.45am to 4.30pm on a Friday. Holidays will start at 27 days per year (plus Bank Holidays) increasing to 32 per year after 5 years service. A very small amount of evening and weekend work is required.

If you have any questions and/or would like to visit us before applying then please call us on 01388 815276 and ask for the Finance Manager. If you would like an application pack please contact us via email at [info@Spennymoor-tc.gov.uk](mailto:info@Spennymoor-tc.gov.uk)

The closing date for applications is strictly 10am on Monday 6<sup>th</sup> February 2023. Due to the expected volume of applications only shortlisted candidates will be contacted.