



**SPENNYMOOR**  
TOWN COUNCIL

# Senior Finance Officer

**Based at Spennymoor  
Town Hall with  
hybrid working option**

**37 hours pw | Permanent contract**

**Make a difference**

**Work for your local council**

**Be the change you want to see...**

# DO YOU WANT TO MAKE A DIFFERENCE?

## Change more than your work/life balance...

Here at Spennymoor Town Council we're proud to serve the people of our vibrant town on the outskirts of Durham City.

We work closely with partners to deliver and enable a range of services to residents and visitors – from parks, allotments and cemeteries to community centres, events and our amazing Town Hall, which boasts performance spaces, an art gallery and mining museum.

We're recruiting a Senior Finance Officer to join our fantastic Town Hall team, as we work to create an exciting future and embrace opportunities to enhance this great town.

Spennymoor is going places – and so can you!

If you have the attitude, skills and experience that we need, we want to hear from you. Get in touch for an informal conversation or read more about the role [here](#)



# SENIOR FINANCE OFFICER

**Permanent, full time** (37 hours)

**NJC pay scale 24 – 28**

(currently £33,076 – £36,648, pay award pending)

**Your place of work will be the Council HQ in Spennymoor Town Hall, although hybrid working will be considered.**

You will line manage a small finance & admin team and form part of the Council Management Team. Your skill, experience and passion for open and transparent financial management will be vital as we review and reshape our approach to finance and financial reporting.

You must hold a relevant finance-related qualification at Level 3 or above and have direct experience of preparing budgets, financial reports, year-end accounts, and dealing with VAT and HMRC issues. Ideally this experience will be in Local Government finance, but we're open to the right candidate from outside the sector.





# Do You

Want to make  
a difference?

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Enjoy getting stuck  
in to help when  
others need it?

.....

Welcome occasional  
evening or  
weekend events?

.....

Believe in efficient  
and effective  
public services?

.....

Use your initiative  
and offer ideas and  
experiences  
that work?

.....

Want to feel valued  
and respected?

.....

Know you're not the  
finished article, and  
welcome supportive  
ongoing professional  
development to help you  
reach your goals?

Reciprocate,  
making workmates  
feel valued and  
respected?

## WE CAN OFFER:

A job where you really can make a difference.

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Free car parking

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A dedicated High Street office and good welfare facilities in a vibrant town centre

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Laptop & mobile phone

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Usual office hours:  
8:45am – 5pm  
Monday – Thursday,  
8:45am – 4:30pm  
Friday

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Up to 32 days holiday, plus public holidays (usually eight days per year)

Application forms only please – no CVs

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Please use the application form and supplementary information to demonstrate how you meet the minimum (and hopefully desirable!) criteria as per the person specification set out in the job description.

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For full job description [click here](#)

For application form [click here](#)

# What Else



# WE'D WELCOME AN INFORMAL CHAT IF YOU ARE INTERESTED IN THIS ROLE.

If we've piqued your interest, please get in touch with **Ian Morris, Town Clerk**, on **01388 815276** or email **[ian.morris@spennymoor-tc.gov.uk](mailto:ian.morris@spennymoor-tc.gov.uk)**

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