



HYTHE TOWN COUNCIL

**A Vacancy has arisen at our Stade Street office for
POST OF PERMANENT
FINANCE AND PROJECT OFFICER**

Hours to be agreed as flexibility available to the right candidate.

Between the core hours Monday to Friday 8.30am – 5.00 pm

Full time Staff are paid 37 hours per week but work 37.5 hours per week and take the last Friday afternoon of every month off to compensate.

SCP Scale 1 (13-17) £24,948 - £26,845 (based on experience and qualifications)

The Town Council is seeking a Finance and Project Officer who will be a key player in a small team of staff. The successful applicant is expected to have a proficient level of accounting procedures. Knowledge of Scribe accounts package advantageous.

This is a truly diverse role, and the duties will include maintaining financial records, preparing vat returns, and aiding in the reporting of the financial health of the council.

Interviews will be held after the end of May 2023, with a view for the successful candidate to start as soon as possible thereafter. Following interviews with the panel, candidates may be invited to meet other staff.

For an application form, equality and diversity monitoring form and a job description please visit the Town Council website. www.Hythe-tc.gov.uk

For further information please apply to:

The Town Clerk
Oaklands
1 Stade Street
HYTHE
Kent
CT21 6BG

Tel: 01303 266152

Clerk@hythe-tc.gov.uk

Closing date for applications: 31 May 2023 (Extended date)