



Finance Manager Vacancy

30 hours per week

Grade / Salary: 8 Point 28 - 32 £32,798 - £36,371

(based on 37 hours per week, pro rata to hours contracted)

Pontypool Community Council is proud to serve the people of the community promoting community development and providing a range of facilities for the community which play a prominent part in the life of its residents.

Pontypool Community Council is seeking to appoint an experienced Finance Manager. The weekly hours for this role are 30 hours per week.

The successful candidate will be responsible for the day-to-day finance function within the Council, monitoring income and expenditure, ensuring budgetary controls, completing bank reconciliations, and preparing detailed financial reports, the post holder will report to the Clerk/Responsible Financial Officer (RFO).

An AAT or equivalent qualified person with a minimum of five years' experience working in a similar position is a requirement for this role.

The attached job description outlines the role in detail.

Applicants are required to submit, electronically or in writing, the job application indicating why they are interested in and what relevant skills and experience they would bring to the Community Council.

Application forms are to be returned by email to HR@pontypoolcc.gov.uk

Applicants are invited to contact Lisa McMail by calling 01495 365955 to arrange an informal discussion.

Closing date: Midday on 30th September 2022