

**Finance Administrator**

**12 hours per week (flexible)**

This is an exciting opportunity for a community minded and motivated individual to undertake the financial administration of Boxley Parish Council under the direction of its Responsible Finance Officer.

Boxley is the largest Parish in Maidstone. The Finance Administrator will have responsibly for the day to day finance and in conjunction with the Clerk, will support the efficient delivery of the council’s services.

We are seeking someone who is enthusiastic and flexible, with excellent interpersonal, administrative and IT skills who can carry out all the day to day financial activities of the Parish Council ensuring that all key legal, financial and other governance requirements are met. Previous local government experience is not essential, although would be advantageous. Relevant financial experience is essential.

This is a part-time role working in the Parish Office located at Beechen Hall, for 12 hours per week.

This is an ideal position for someone looking for an interesting, varied and flexible part time role.

To apply or for more information or an informal chat please contact the Parish Office.

Applications close 27 October 2023.

Boxley Parish Council, Beechen Hall, Wildfell Close,

Walderslade, Chatham, Kent ME5 9RU.

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