Crewkerne
Town Council

Finance Officer
Recruitment Pack
2026

VACANCY

Finance Officer

LC1, SC13-17, dependent on experience and qualifications (£30,023 - £32,046) FTE, pay award pending).

30 hours per week to be worked by prior arrangement with the Town Clerk.

Background:
Crewkerne Town Council is seeking a capable and motivated Finance Officer to join our small and friendly team. The successful candidate will play a vital role in supporting the financial administration of both the Town Council and the Joint Burial Committee. This is a varied and rewarding role at the heart of our community, offering flexible part-time hours, Local Government Pension Scheme membership, and a supportive working environment.

The Role:
Reporting to the Town Clerk, the Finance Officer will be responsible for maintaining accurate financial records, preparing accounts and budget reports, managing payroll and VAT returns, and supporting internal and external audits. The role also includes administering the accounts of the Joint Burial Committee, liaising with funeral directors and stone masons, and providing high-quality administrative support across the Council's functions.

The post-holder must be comfortable working with financial systems, producing reports, and responding to public and stakeholder enquiries in a professional and approachable manner. Availability for occasional evening meetings is essential.

For an informal discussion about this post, please contact the Town Clerk on 01460 74001 or email townclerk@crewkerne-tc.gov.uk.

Please apply by application form only. Full recruitment pack available at www.crewkerne-tc.gov.uk. Closing date: Friday 11th December at 5pm. Please note the closing date may be brought forward if a suitable candidate is found. Interviews are likely to be held in the week commencing 14th December.

JOB TITLE:	Finance Officer
GRADE:	SCP 13 - 17 (£29,064 - £32,046 FTE), pro rata, depending on experience. The post-holder will be enrolled into the Local Government Pension Scheme (LGPS).
HOURS OF WORK:	30 hours per week to be worked by agreement with the Town Clerk. Availability for occasional evening meetings is essential.
BASED AT:	Town Hall, Market Square, Crewkerne TA18 7LN
ANNUAL LEAVE ENTITLEMENT:	23 days annual leave, plus bank holidays and 2 additional (statutory) days (25 days plus bank holidays). An increase of 3 days is applied following 5 years' continuous service (28 days plus bank holidays). These allowances will be pro-rata for this part time position.
PROBATIONARY PERIOD:	This role is subject to satisfactory completion of a six-month probationary period.
START DATE:	As soon as possible.
JOB PURPOSE:	To be responsible for maintaining the financial records of both the Town Council and Joint Burial Committee, and for the day-to-day administration of all matters relating to the Joint Burial Committee
REPORTS TO:	Town Clerk (or Deputy Clerk in their absence).
KEY DATES:	The closing date for applications is Friday 11th December at 5pm. Please note the closing date may be brought forward if a suitable candidate is found. Interviews will be held w/c 14th December.

NB: Proof of the right to work in the UK will be required. Applications will be processed in accordance with the UK General Data Protection Regulations (GDPR). Under the provisions of the Working Time Regulations, employees with additional employments may consider 'opting out' of the 48-hour average weekly cap.

FOR THE TOWN COUNCIL AND THE JOINT BURIAL COMMITTEE (JBC):

1. To maintain the accounts for the Town Council and the War Memorial Commemoration Trust Recreation Ground, to reconcile to bank accounts each month and to prepare and balance final accounts.
2. To produce accounts and records for internal and external audit in accordance with regulations.
3. To be responsible for the submission of a monthly VAT return.
4. To maintain the Asset Registers.
5. To compile finance reports such as the Quarterly Income & Expenditure Report.
6. To prepare a draft budget in collaboration with the Clerk.
7. To develop a good working knowledge of the Town Council's and JBC's responsibilities and properties, as well as reasonable knowledge of the responsibilities of, and contacts in Somerset Council.
8. To assist with routine enquiries made in person by the public or on the phone, maintaining a high standard of service at all times.

9. To undertake training as required in order to fulfil the duties of the post.
10. To undertake such other duties as may be reasonably required.

FOR THE TOWN COUNCIL:

11. To administer the payroll including HMRC Real Time Information under the direction of the Town Clerk. To ensure prompt monthly payment of tax, national insurance and payments due to the pension authority.
12. To collect and administer the weekly market fees.
13. To assist in the creation of publications and documents, such as the Quarterly Newsletter and Annual Report.
14. To produce the Local Information Centre's (LIC) accounts. To attend LIC meetings when required, bank cash and pay invoices.
15. To produce minutes of occasional committee meetings when required and provide administrative support such as responding to correspondence as required by the Town Clerk.

FOR THE JOINT BURIAL COMMITTEE:

16. To carry out the day-to-day administration of all matters relating to the JBC including the sale of plots, issue and transfer of deeds, erection of memorials, maintenance of the registers and liaison with undertakers and stone masons on all matters relating to the cemetery. To produce financial status reports for JBC meetings and bank reconciliations.
17. In agreement with the Clerk, to attend JBC meetings.
18. In the absence of the Clerk, to deputise in all matters relating to the JBC.

CIVIC AND COMMUNITY RESPONSIBILITIES:

19. To build and maintain professional, positive working relationships with Councillors, staff, volunteers, community groups, and other stakeholders.
20. To meet members of the public and representatives of the above groups, answering questions, responding to complaints and passing enquiries to the correct organisation where appropriate.

PERSONAL DUTIES:

21. To have regard to health and safety considerations for both yourself, employed or voluntary colleagues and the general public and to bring to the attention of the Council any issues which may contravene good practice or health and safety policies and procedures.
22. To treat all Councillors, colleagues, volunteers, and the general public with equality and respect.

PERSON SPECIFICATION

Finance Officer (Part-Time) 30 hours p/wk		
	Essential	**Preferred**
1. Educational qualifications	5 GCSEs or equivalent including Maths, and English.	Educated to at least A-level standard. AAT or equivalent finance qualification
2. Work Related Experience	Knowledge of basic financial processes such as invoicing. Experience of accounts including payroll, NI, tax and VAT. Preparation of bank reconciliations, reports and spreadsheets. The ability to deal with members of the public. Experience of working on own initiative and keeping records	Experience in local council finance Experience in cemetery administration and procedures
3. Skills/ knowledge and aptitude	Experience of using Microsoft Office (Outlook, Word, Excel and PowerPoint). Accuracy and attention to detail. Ability to manage own workload and meet deadlines. Knowledge of financial systems and reporting. Understanding of confidentiality and data protection. Able to form and maintain good relationships with Councillors, contractors and the public. Ability to work under pressure.	Familiarity with council accounting software Understanding of cemetery software or burial registers Awareness of local government audit and Financial Regulations
4. Other	Excellent communication and interpersonal skills The ability to work well both independently and as part of a team	Willingness to support wider council duties Customer service experience Self-motivated and able to learn independently