**BLYTH TOWN COUNCIL**

**Finance & Administrative Assistant**

**NCJ LC 7-12 (£19,554-£21,589), 15 hours per week (Thursday/Friday)**

We are looking to appoint a **Finance & Administrative Assistant** to assist the Office Manager in general administration and the keeping of relevant accounts, cash books, bank reconciliations, budgets and other accounting records.

Applicants should have previous experience in the ordering of goods and services, as well as processing payments and maintaining the excel based accounting system together with other associated financial records.

Candidates should be proficient in the use of Microsoft Office.

Further information is contained in the job description and person specification.

All applications should be made on the appropriate application form which can be downloaded from our website [www.blythtowncouncil.org.uk](http://www.blythtowncouncil.org.uk) or can be issued by Blyth Town Council (please ring 01670 361668 or email [info@blythtowncouncil.org.uk](mailto:info@blythtowncouncil.org.uk)).

Completed application forms can be either emailed to: [info@blythtowncouncil.org.uk](mailto:info@blythtowncouncil.org.uk) or posted to: Blyth Town Council, Arms Evertyne House, Quay Road, Blyth, Northumberland, NE24 2AS

Closing date for all applications is **12** **noon on Friday 29 November 2019.**

We hope to hold interviews week commencing 9 December 2019.

Please note, the submission of a CV alone will not be considered.