



## 2 x Finance Assistants

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**37 hours per week (plus occasional evenings and weekend)**

**SCP 5 - 12: £25,584 to £27,711 plus Local Government Pension Scheme**

These are a brand-new role in a fast-growing council. We are looking for two people with strong administration skills and an eye for detail and accuracy, to join our Finance Team. You will need to work well within a team.


You will need to have at least 5 GCSE's (including Maths and English) as well as excellent knowledge of Microsoft Office, specifically Excel. Experience of payroll, accounts payable and accounts receivable would be an advantage, but training will be given.

**Closing date is Friday 3<sup>rd</sup> January 2025.**

For an informal discussion please contact Jacky Pang (Deputy Responsible Finance Officer). An application form, job description and specification are available at the address below or on our website.

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Yeovil Town Council, Town House, 19 Union Street, YEOVIL BA20 1PQ

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