



Payroll & Finance Administrator

37 hours per week (permanent)

SCP 5 - 12: £23,500 – £26,421 plus Local Government Pension Scheme

This is a brand-new role in a fast-growing council. We are looking for a person with strong administration skills and an eye for detail and accuracy, to join our Finance 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.

For more information, please see the job description and job specification. For an informal discussion please contact Amanda Card (Town Clerk/Responsible Finance Officer). To apply, please complete an application form. The job description, specification and application form are available at the address below or on our website.

Closing date is Thursday 27th June 2024.

Interviews to be held the week beginning 8th July 2024.

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

 01935 382424

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