Kesgrave Town Council
Responsible Financial Officer (RFO)

15 hours per week
Up to Salary SCP 30 depending on experience – Up to £10,874 per annum
(actual per annum for 15 Hours per week)

The Council is looking for a permanent Responsible Financial Officer (RFO) to join its small team based in Kesgrave.
We are looking for an enthusiastic and flexible person, who can apply excellent attention to detail and work on their own initiative in an interesting and varied role. Duties will include;
the day-to-day finances including wages, insurance, budgets, accounts, and complying with the Council's financial standing orders/regulations.
Some previous local government experience would be preferred but is not essential.
A full job description can be found on the council's website, along with the application pack.
Full details at www.kesgravetowncouncil.org.uk
Or contact us on 01473 625179 enquiry@kesgravetowncouncil.org.uk
Closing date: 9am on 21st March 2018
Interview date: 23rd March 2018