**BLYTH TOWN COUNCIL**

**Finance & Administrative Assistant**

**NJC 7-12 (£20,444 to £22,571 pro rata) (pay award pending), 15 hours per week (Monday & Friday)**

We are looking for a team player to join us as a **Finance & Administrative Assistant** to assist the Office Manager in general administration and the keeping of the accounting records. Applicants should be articulate with good interpersonal skills.

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.

Applicants should have experience of various administrative tasks and be able to use their skills in a busy office environment.

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 Monday 17 October 2022**

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