

Job Vacancy: Finance Officer (Part-Time)

Location: Daventry Town Council, 3 New Street, Daventry, NN11 4BT

Salary: NJC Scale Points 7-17 £25,584 to £30,060 per annum pro rata (dependent on experience)

Daventry Town Council is looking for a dedicated and detail-oriented Finance Officer to join our team! This exciting part time role (20-25 hours a week), is ideal for someone who enjoys working with numbers, engaging with the community, and making a meaningful impact on our local environment.

The main purpose of the role would be to assist the Chief Officer/Responsible Finance Officer in the management of the Council's financial operations, ensuring accurate financial record-keeping, preparing reports for Council and Committees, supporting the preparation of budgets and statutory financial returns, and maintaining HR-related administrative records.

The salary is dependent on the candidate's skills, qualifications, and experience.

If this sounds like you, we'd love to hear from you!

How to Apply

Please email your application to chiefofficer@daventrytowncouncil.gov.uk or post it to : Daventry Town Council, 3 New Street, Daventry, Northants, NN11 4BT

Closing Date: Thursday, 26th June 2025

Interviews: for successful candidates will be held week commencing Monday, 30th June 2025