



SHILDON TOWN COUNCIL

Accounts and Payroll Assistant

SC4 (£18,070 - £20,138) 20 hrs pro-rata

We are looking to recruit an experienced Accounts and Payroll Assistant. The candidate must be able to demonstrate a working knowledge of Sage 50 Accounting and Payroll Systems and provide accurate financial information for the efficient and effective running of the Council. The appointment is for 20 hours per week – Monday – Wednesday.

If you would like more information or an application pack, please contact Shildon Town Council on 01388 772563 or email: council@shildon.gov.uk. An application pack can also be downloaded from the Council website www.shildon.gov.uk

The closing date for submitting applications is 5th June, 2017. Interviews will be on 29th June, 2017.