



ARUNDEL TOWN COUNCIL | VACANCY

ARUNDEL TOWN COUNCIL IS RECRUITING PART-TIME BOOKKEEPER

Arundel Town Council is seeking a reliable and experienced Bookkeeper to provide financial administration and bookkeeping support to the Council.



LOCATION

Arundel Town Hall
Maltravers Street,
Arundel



HOURS

8 hours
per week



RATE OF PAY

£20.00
per hour



BASIS

Employed/self-
employed, by
agreement

PURPOSE OF THE ROLE

Provide accurate bookkeeping and financial administration, supporting the Responsible Financial Officer and Town Officer. Based at Arundel Town Hall, with up to six evening Finance Committee meetings each year.

KEY RESPONSIBILITIES

- Maintain records in Xero.
- Process invoices, payments, receipts and journals.
- Reconcile bank and balance sheet accounts.
- Track income, expenditure, reserves and earmarked funds.
- Support reports, budget monitoring, year-end and audit work.
- Maintain the fixed asset register.
- Liaise with councillors, officers, suppliers and auditors.

PERSON SPECIFICATION

ESSENTIAL

- Bookkeeping or accounts administration experience.
- Experience using Xero.
- Good bookkeeping and bank reconciliation knowledge.
- Accurate, organised and able to work independently.
- Good Microsoft Office and Excel skills.
- Strong written and verbal communication.

DESIRABLE

- Local government or town/parish council experience.
- Public-sector accounting and audit knowledge.
- Budget monitoring and management reporting experience.

WORKING ARRANGEMENTS

Flexible hours by agreement. Attendance at up to six evening Finance Committee meetings each year is required. The role may be employed or self-employed, by agreement.

HOW TO APPLY

Send your CV and covering email to:
admin@arundeltowncouncil.gov.uk

CONTACT

01903 882954

Closing date: Friday 23rd October