

Princes Risborough Town Council



Job Summary

Employer: Princes Risborough Town Council.
Location: Princes Risborough, HP27 9AX, Buckinghamshire.
Industry: Local Authority.
Job Type: Part Time 18hrs per week – Tuesday, Wednesday & Friday 9.30am – 3.30pm
Salary: £13.91 p/h (SCP 10) – £14.60 p/h (SCP 13) depending on experience

Finance and Administrative Support Officer

About the Job

A fantastic part-time opportunity has arisen for a Finance and Administrative Support Officer at Princes Risborough Town Council.

This role would suit a methodical and reliable individual with a background in finance and administration. You will need excellent attention to detail, good organisational skills, and confidence working with financial software (experience with the Omega Finance system is desirable).

You will support the Town Clerk in managing the Council's financial operations and administrative procedures, coordinate Council and Committee meetings, oversee the Mayor's diary.

Your duties will include:

- Supporting the financial administration of the Council using the Omega Finance System.
- Raising purchase orders and processing purchase and sales ledger invoices.
- Chasing outstanding payments and reconciling monthly bank statements.
- Supporting the Clerk with internet banking payments, audit preparation, and year-end closedown.
- Preparing agendas and supporting documents for Council and Committee meetings.
- Attending up to 2 evening meetings per month (Tuesdays), taking minutes and following up on actions.
- Maintaining the Mayor's diary and handling event invitations, RSVPs, and briefing notes.
- Providing administrative support including post handling, calls, emails, and document management.
- Maintaining up-to-date policy and procedure files.
- Assisting Councillors and staff with general administrative and financial tasks.
- Recording and reporting crime incidents as needed.

The role offers development opportunities and may evolve to include additional responsibilities over time.

CLOSING DATE FOR APPLICATIONS: 11th July 2025
INTERVIEW DATE: 14th July 2025

The Princes Risborough Town Council is an equal opportunities employer and all applications will be considered. Please click [here](#) for an application form or contact the Town Council on 01844 275912 or email towncouncil@princesrisboroughtowncouncil.gov.uk