

## Princes Risborough Town Council



### Job Summary

Employer: Princes Risborough Town Council.  
Location: Princes Risborough, HP27 9AX, Buckinghamshire.  
Industry: Local Authority.  
Job Type: Part Time 24hrs per week – Tuesday, Wednesday, Thursday & Friday  
9.30am – 3.30pm  
Salary: £14.35 p/h (SCP 10) – £15.06 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.

#### 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 close-down.
- 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.
- Responsible for the administration requirements for Stratton Memorial Garden
- Responsible for the administration requirements for the Street Lighting
- Responsible for the administration requirements for the Thursday Market
- Providing administrative support, including post handling, calls, emails, and document management.

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

**CLOSING DATE FOR APPLICATIONS:** 21<sup>st</sup> October 2025

**INTERVIEW DATE:** 27<sup>th</sup> October 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](mailto:towncouncil@princesrisboroughtowncouncil.gov.uk)