**Finance & Administrative Assistant – Full-Time**

*Selsey, near Chichester, West Sussex*

Are you looking for a role where your organisational skills and attention to detail make a real difference? Do you have a good head for numbers and enjoy keeping things running smoothly behind the scenes? If so, we’d love to hear from you!

Selsey Town Council is looking for a **Finance & Administrative Assistant** to join our friendly office team. This is a **full-time position (37 hours per week)**, offering variety, stability, and the opportunity to be part of an organisation that serves the local community.

In this role, you’ll work alongside our Town Clerk to ensure the Council’s finances are well-managed and accurate. Your day-to-day tasks will include:

✅ Processing invoices and payments  
✅ Financial record-keeping  
✅ Using finance software to maintain accurate accounts

✅ Preparing the monthly BACs for signing

Beyond finance, you’ll also play a key part in the Council’s administrative operations, including:  
✅ Handling enquiries and welcoming visitors  
✅ Managing hall and wedding bookings  
✅ Keeping diaries and assisting with hall hire

We’re looking for someone who is organised, thorough, and able to juggle multiple tasks with ease. While finance or bookkeeping experience is beneficial, full training will be provided, making this a great opportunity to develop your skills in a structured and supportive environment. A good standard of maths and IT literacy is essential.

Benefits include a salary of £26,835 per annum and enrolment into the contributory Local Government Pension Scheme, together with 26 days annual leave (three of which are taken over the Christmas holiday) plus 8 bank holidays. Local parking is free. Information about the work of the Town Council can be found at [www.selseytowncouncil.gov.uk](http://www.selseytowncouncil.gov.uk)

If you're looking for a role where your skills are valued, and you enjoy working in a small but busy team, apply today and take the next step in your career with Selsey Town Council! Your application form (CVs are **not** accepted) setting out how you meet the requirements of the job and the person specification, should be emailed to [enquiries@selseytowncouncil.gov.uk](mailto:enquiries@selseytowncouncil.gov.uk), by **11.59 p.m.** on **Sunday 8 June 2025**.

Interviews will be held on Thursday 19 June 2025.