**Finance Administration Clerk**

# **Grade 5/6 £18,746 - £22,658 per annum**

**37 hours per week, Monday - Friday**

The Service is seeking to appoint a suitably qualified, enthusiastic and self-motivated finance administration clerk to join the finance team based at Fire and Rescue Service HQ at Belmont Business Park, Belmont, Durham.

Your responsibilities will cover a broad spectrum of finance and administrative activities. The post-holder will predominantly undertake payroll processing with general administration support on financial, procurement procedures.

The post holder will commence as a Grade 5. Grade 6 can only be achieved on completion of the AAT level 4 qualification (which is funded by the Service) and by the post holder demonstrating experience against the essential criteria specifically outlined in the job specification for this grade.

**Key Responsibilities of the Finance Administration Clerk:**

* Facilitate prompt and efficient payment of salaries and payroll related allowances and expenses as required
* Assist in the provision of accounting information and costings as required
* Assist in meeting other financial deadlines e.g. invoice payments, raising debtor accounts, petty cash, banking etc.
* Provide assistance and administrative support to the procurement function within the section

**Preferred skills and experience of the Finance Administration Clerk:**

* Significant experience in a payroll environment
* A strong work ethic and ability to problem solve
* Good interpersonal and communication skills
* Excellent IT skills with attention to detail
* Ability to work to deadlines under considerable levels of pressure
* A flexible and supportive approach

For further information please contact Elaine McCormick on 0191 375 5576

Application packs are available to download via Northeast Jobs portal [www.northeastjobs.org.uk](http://www.northeastjobs.org.uk) and should be submitted to [emccormick@ddfire.gov.uk](mailto:emccormick@ddfire.gov.uk)

**CLOSING DATE:** 1700 hours, Friday 2nd March 2018

**TESTING DATES:** between 12th and 22nd March 2018

**INTERVIEW DATES**: between 28th and 30th March 2018

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| County Durham and Darlington Fire and Rescue Service aims to be an Equal Opportunities Employer and welcomes applications from under-represented groups.  Application details are available in large type, Braille, audio tape and via email. A Minicom facility is available on 0191 3847840. Disabled applicants who meet the essential criteria are guaranteed an interview. | | |