

## Finance Officer (Maternity Cover)

We are seeking an organised and detail-focused Finance Officer to join our team on a fixed-term maternity cover contract. This is an excellent opportunity for a finance professional with strong numerical, administrative and communication skills to support the effective day-to-day financial operations of the Town Council. The successful candidate will have an AAT3 qualification or equivalent and will help ensure accurate financial processing, timely reporting and high standards of customer service to internal and external stakeholders.

**Contract:** Fixed-term maternity cover from the beginning of July 2026 for 10 to 12 months or until the substantive postholder returns.

**Hours:** Part-time – 22 to 30 hours per week, worked over 3 or 4 days

**Salary:** £30,024 full time equivalent (£15.56 per hour)

**Location:** Sudbury Town Hall CO10 1TL, working from home is not an option for this role.

### Key Responsibilities

- Process invoices, payments, receipts and journals accurately and in a timely manner.
- Bank reconciliations, control accounts and other routine financial checks.
- Maintain accurate financial records and ensure documentation is complete and up to date.
- Support budget monitoring and the preparation of financial reports for managers.
- Respond to finance queries from suppliers, colleagues and other stakeholders in a professional manner.
- Assist with month-end and year-end procedures, including audit preparation where required.
- Ensure financial procedures are followed and contribute to continuous improvement within the finance service.
- Undertake general administrative duties relevant to the post.

### About You

- Experience of working in a finance, accounts or bookkeeping role.
- Good understanding of financial processes and strong attention to detail.
- Ability to manage workloads, prioritise tasks and meet deadlines.
- Good IT skills, including experience of Microsoft Excel and finance systems.
- Strong communication and interpersonal skills.
- A proactive and reliable approach, with the ability to work both independently and as part of a team.
- AAT3 qualification or equivalent is essential.

If you are an enthusiastic finance professional looking for a rewarding fixed-term opportunity, we would be pleased to hear from you.

**Closing date:** 12 June 2026

**Interview dates:** 17 to 19 June 2026

**How to apply:** Please send a copy of your CV with a covering letter to the Responsible Finance Officer (RFO) [clare.morgan@sudbury-tc.gov.uk](mailto:clare.morgan@sudbury-tc.gov.uk)