



Essex Association of Local Councils

Responsible Finance Officer / Financial Controller - 37 hours per week

£33,000 dependent on experience

The EALC is a growing County Association that serves the Local Council sector in Essex. We require a Responsible Finance Officer/Financial Controller to work at a strategic level, undertaking a wide range of duties. Planning long term and meeting deadlines is very important, and must be achieved to meet the financial needs of the EALC.

The work will involve the production of management accounts and reports. The successful candidate will be required to set the budget, control the finances and manage the systems put in place.

The Responsible Finance Officer will work with and report on a daily basis to the Chief Executive Officer and report to the Finance Committee.

The successful candidate will have:

- A minimum of 3 years' experience in the financial sector and preferably an understanding of the Local Government sector.
- ACA, ACCA, CIMA, AAT, CPFA or equivalent.
- Experience in the use of a computerised accounting system, preferably Sage 50 and use of Microsoft Office applications.
- Experience of preparing statutory accounts and a knowledge of statutory regulations.
- To participate dynamically in identifying, cultivating and managing funding streams.
- It is essential for the successful applicant to be a team player, supporting office functions and major EALC events.

The post will be based predominantly at the EALC offices in Great Dunmow, some flexible working will be considered.

Application closing date: **12 noon Tuesday 30th November 2021**

To find out more and to download an application form, please visit our website [here](#).

You can find the job description [here](#) and person specification [here](#).

Please return your completed application by email to charlene.slade@ealc.gov.uk

To find out more about the EALC please visit our website: www.ealc.gov.uk