



Essex Association of Local Councils

Accounts Assistant - 37 hours per week

1 year contract with review

Office based in Great Dunmow

Approximately £24,000 per annum (Dependent on Experience)

The EALC is a growing County Association that serves the parish sector in Essex. We are looking for a new member of staff to support the funding channels that we administer on behalf of Essex County Council. The Accounts Assistant will provide support to the Chief Executive Officer for the processing of grant funding paperwork and payments, support for the preparation of reports for funding panel meetings. Key responsibilities and duties will include:

- Support for management of all funding streams and processing payments
- Experience of reading financial accounts and report writing for funding streams
- Preparation of annual risk assessments
- Support for management of supplier contracts
- Sales Ledger, responsible for raising all sales invoices
- Other duties to provide support to the CEO

The successful applicant must be able to assist with the financial and administrative activities of the association, producing detailed financial reports. They must have the ability to read financial accounts. They will also be a team player, supporting office functions and major EALC events.

The successful candidate must be able to use Sage 50 to support the management of EALC finances. To do this, they must have attained AAT Level 3 (or equivalent level of experience), ideally with a minimum experience of 3 years in the financial sector and an understanding of the parish sector.

To complete an application form, please click [here](#). CVs are not required.

To find out more about the role, please click [here](#).

Closing date: **Tuesday 24th August 2021 at 09:00.**

Successful applicants will be invited to attend an interview and skills tests by Friday 27th August 2021.

Immediate start.