



## FINANCE ASSISTANT

We're looking for a dynamic **Finance Assistant** to provide a comprehensive administrative and clerical service to the Town Council.

### *General Information...*

Job Title: **Finance Assistant**

Place of Work: **Hailsham**

Salary: **SCP 11-14 (£28,142-£29,540 pro rata for part-time hours)**

Hours: **15 per week**

Contract: **6 months**

Closing Date: **12pm on Monday 9<sup>th</sup> February 2026**

Interview Date: **Monday 16<sup>th</sup> February 2026**

### *About Us...*

Hailsham Town Council is proud to serve the people of Hailsham, delivering and enabling a range of services to residents and visitors - from parks, allotments and cemeteries to events, community centres, Post Office and Youth Service.

### *The Role...*

In this role, you'll:

- Support the Responsible Finance Officer to maintain effective and accurate processes and systems
- Prepare and issue invoices for all services as required
- Collect payments, issue receipts and record payments
- Assist generally in any area of the Council's work as required

**For Key Responsibilities and Criteria please see the Job Description and Person Specification.**

### *Why Join Us?*

- Make an Impact: Be part of the continued success of Hailsham Town Council
- Collaborative Environment: Work within a supportive, motivated, and experienced team.
- Work-Life Balance: We offer flexible working hours and a supportive working environment

### *How to Apply...*

Please email [enquiries@hailsham-tc.gov.uk](mailto:enquiries@hailsham-tc.gov.uk) for an application pack. If you have any questions about the Town Council or the role, please contact us on 01323 841702 or email [enquiries@hailsham-tc.gov.uk](mailto:enquiries@hailsham-tc.gov.uk).

LINK TO VIEW JOB DESCRIPTION AND DOWNLOAD APPLICATION FORM: <https://www.hailsham-tc.gov.uk/town-council/staff-member-vacancies/>

**Applications must be received by 12pm on Monday 9<sup>th</sup> February 2026**