



Kidderminster Town Council
Finance and Contracts Administrator
Job Advert

- Recruiter:** Kidderminster Town Council
- Job title:** Finance and Contracts Administrator
- Location:** Wyre Forest House, Kidderminster, Worcestershire, DY11 7WF (Primarily)
Or any other location at which the Town Council operates or has responsibility for.
- Hours:** 15 hours per week
- Contract:** Fixed term 6-months
- Salary:** £11.01 to £12.06 per hour
- Closing date:** Monday 20th March 2023

Kidderminster Town Council is looking to recruit a responsible Finance and Contracts Administrator.

Your duties will include:

- Processing and verifying invoices for payment
- Preparing purchase orders
- Assist with negotiating new and reviewing existing contractor agreements.
- Analyse contractor terms with an eye toward reducing costs and increasing profits
- Budget monitoring

Applicants should ideally have experience of Local Government and financial administration.

Software training will be provided.

Please visit our website to download an application form or contact us at:

office@kidderminstertowncouncil.gov.uk

Tel 01562 732680

Interviews for the post are currently scheduled for Monday 27th March 2023 at the Town Council's temporary offices at Wyre Forest House.

We are an equal opportunity employer, meaning we will consider all suitable applicants regardless of age, gender identity or expression, ethnicity, nationality, religion/beliefs, sexual orientation, disability status or any other protected characteristic. Kidderminster Town Council is committed to creating an inclusive environment for all.