



The Government of Sark

POLICY & FINANCE COMMITTEE

A COMMITTEE OF THE CHIEF PLEAS OF SARK
COMMITTEE OFFICE, LA CHASSE MARETTE, SARK GY10 1SF
Telephone: (01481) 832118 E-mail: caroline.robins.cso@gov.sark.gg

The Committee is looking to recruit a

TEMPORARY PART TIME FINANCE OFFICER

(An average of 7 hours per week)

This is an opportunity to become an important part of the existing Treasury Department providing support to the Policy & Finance Committee of Chief Pleas.

Details of the work, remuneration and core skills required are available from the Committee Office, (address as above), or by e-mail, (caroline.robins.cso@gov.sark.gg)

Application by letter, together with CV and the names of two referees, should be returned to the Committee Office marked 'Finance Support Officer'

By

MIDDAY ON THURSDAY, 10th JANUARY 2019

Posted 20th December 2018

Finance Officer Job Description

Item	Details
Summary	An opportunity to become an important part of the existing Treasury Department providing support to the Policy & Finance Committee of Chief Pleas. Familiarisation training will be given.
Place of Work	Committee Office Chasse Murette Sark GY10 1SF
Position	Finance Officer
Hours of Work	An average of 7 hours per week
Pay	£20.00 an hour
Core Skills Required	<ul style="list-style-type: none"> • Thorough knowledge and understanding of book-keeping and accounting using Microsoft Excel systems • Good literacy and telephone manner • Good organisation skills • Proficiency in Microsoft Office (Word, Excel, Outlook) • Proficiency in Dropbox software • Ability to communicate with the general public, committee members and external stakeholders politely and efficiently
Duties will include but not be restricted to the following	<ul style="list-style-type: none"> • Working with the Deputy Treasurer to prepare the financial records of Chief Pleas • Analysing expenditure across relevant departments and comparing expenditure with budgets • Preparation of all reconciliations • Assisting in the liaison with the Tax Assessor and monitoring late tax payments • Preparation of monthly statistics for the Policy & Finance Committee • Assisting in the preparation of the Annual Island Accounts