



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire LU5 5EY

Job Vacancy

For further details and an application pack:

Website: www.houghtonregis-tc.gov.uk
Email: louise.senior@houghtonregis-tc.gov.uk
Telephone: 01582 708540

Closing date for applications is **5pm on Sunday 5th April 2026**

Finance Manager

21 hours per week

Permanent

Salary SCP 25–28 (pro rata)

This is an excellent opportunity for a motivated, knowledgeable and experienced finance professional to join Houghton Regis Town Council's established and supportive team.

The position offers excellent terms and conditions, including access to the Local Government Pension Scheme, generous annual leave entitlement, and hybrid working opportunities.

The Search

We are seeking an experienced and accurate finance manager, capable of overseeing the Council's financial activities within a legal and regulatory framework. You will manage day-to-day financial operations, maintain financial controls, support budget setting and forecasting, and assist with year-end and audit processes.

The Team

Houghton Regis Town Council provides a positive and collaborative working environment where staff are supported through training and development.

Our officers are proactive, knowledgeable and confident in their work, building strong working relationships with colleagues, councillors, community partners and residents. The Finance Manager plays a key role in maintaining the Council's financial integrity and supporting strategic financial planning.

The Applicant

You will have:

- AAT Level 3–4 (or equivalent) as a minimum, with evidence of CPD.
- Experience in financial management, including online banking, VAT, audit preparation, reconciliations, and ledger management.
- Knowledge of accounting software and strong skills in MS Office programmes including Excel, Word and Teams.

Please note that no terminology in this advert is intended to discriminate on the grounds of a person's gender, marital status, race, religion colour, age, disability or sexual orientation. Every candidate will be assessed only in accordance with their merits, qualifications and ability to perform the duties of the job

- Excellent organisational skills with the ability to work methodically, maintain accuracy, and meet deadlines under pressure.
- The ability to analyse financial information and provide sound advice.
- Strong communication skills and the ability to work both independently and as part of a wider team.
- A willingness to undertake further training and to embrace change when required.

Desirable attributes include professional accountancy qualifications (CIPFA/ACCA/CIMA), knowledge of local council accounting legislation, and CiLCA.

For further information, please visit the Houghton Regis Town Council website:

www.houghtonregis-tc.gov.uk

CVs will not be accepted.

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