



EPPING TOWN COUNCIL

EPPING HALL, ST JOHNS RD, EPPING, ESSEX CM16 5JU

Tel: 01992 579444. Email: info@eppingtowncouncil.gov.uk

JOB VACANCY

Senior Finance Officer (1 day per week) Epping Town Council

SCP 27, plus London weighting

(£39,265 including London weighting, pro rata)

The Council is seeking someone with considerable financial experience to join Epping Town Council as the Senior Finance Officer, to support the Town Clerk/RFO with the financial management of the Council.

Work will include administering payroll, VAT returns, pension administration, preparing material for year end, credit control, bank reconciliations, making payments, producing reports for Council and supporting Council's Finance & Bookings Officer.

The post holder will be part of the small, friendly team, based at their busy office in Epping Hall, St Johns Road. The successful applicant will have an excellent knowledge of financial management, including SAGE Payroll, and be capable of managing these key tasks efficiently and within strict deadlines.

The post is one day per week (7.25 hours), Wednesday, 8.45am to 5pm, with 1 unpaid hour for lunch.

For an application pack, please contact Epping Town Council on:
info@eppingtowncouncil.gov.uk marked 'Finance Job Vacancy' or 01992 579444.

To discuss the role in more detail, contact the Town Clerk, Beverley Rumsey on the email address above.

Closing date for applications: Friday 26th June 2026 at 5pm.

Interviews scheduled for early July.