Finance & Admin Officer

Martlesham Parish Council is looking for a Finance Admin Officer to join a flexible and hard-working team. This is a unique opportunity to work with one of the fastest developing, strategic local councils in Suffolk during an exciting time for Martlesham. The Council provides a range of facilities for residents and works collaboratively with others to protect the environment which now includes an exciting new nature reserve Martlesham Wilds on the banks of the river Deben. Martlesham Parish Council successes for the past year include working closely with our community and those of neighbouring communities to successfully acquire 11.37 acres of Portal Woodlands for the continued use by the community, funding to enable the purchase an installation of a new purpose built Muga at one of the Council's play spaces and to renovate the Diamond Jubilee Bike Trails. We currently have active Biodiversity Working Group and Litter Action Groups and are also working towards a review of the Neighbourhood Plan.

Salary range £15.06 - £16.08 per hour (LCI 13 — 17 £29,064 - £31,022 pro rata) depending on experience and qualifications. Part time 28 hours per week; availability on Wednesday evenings essential (please note that this is not every Wednesday evening).

Benefits include membership of the Local Government Pension Scheme, flexible working and the ability to work from home at times.

Job Purpose

We are looking for an organised, self-starter who can deal with competing priorities. As part of the small but dedicated team, you will be the first point of contact for the parish. As a Finance & Admin Officer, you will provide essential administrative & finance support to the Clerk/Chief Officer and the parish Council. This is an excellent opportunity for someone interested in local government and community engagement, with the chance to play a key role in supporting the administration and operations of the Parish Council in line with relevant laws and statutory obligations of the council.

Under the supervision of the Clerk/Chief Officer, you will be responsible for managing day-to-day office tasks. Assisting with the preparation of council meetings, maintaining records and dealing with public enquiries, and supporting the smooth operation of the Parish Council's projects and initiatives.

Main Duties

1. Financial Administration - assist the Clerk/Chief Officer with basic financial administration, including processing of invoices & online banking, financial report & budget monitoring, preparation of year end accounts/audit.
2. General Administration - manage incoming emails, phone calls, and correspondence, responding appropriately or directing queries to the relevant parties.
3. To support the Clerk/chief Officer to the Council -day-to-day operations of services (external and internal) provided by the Council and to issue correspondence because of instructions or the known policy of the Council.
4. Meeting Support for the Clerk/Chief Officer - assist with the preparation, organisation, and administration of parish Council meetings, including preparing agendas, taking minutes, and distributing documents.
5. Record Keeping - maintain accurate records, including minutes, agendas, reports, and correspondence. Experience of managing and maintain database systems and organising record keeping systems.
6. Community Engagement - respond to public enquiries and assist with the dissemination of information to the local community via noticeboards, newsletters, social media and the parish Council website.
7. Project Support - provide support for the various Parish Council projects, helping to coordinate tasks, liaising with contractors, and tracking progress.
8. Office Management - ensure the office environment is organised, including maintaining office supplies, equipment, and filing systems.

Person Specification

Person Profile	Essential	Desirable
Education & Qualifications	Financial and/or administrative experience in the public or private sector or equivalent working knowledge and experience.	Finance qualification
Relevant Experience	The ability to work successfully delivering a broad range of financial outcomes. Competency in providing financial administration, including bookkeeping Ability to develop and enhance existing and new services and projects. Ability to plan and organise own workload with minimum supervision, taking responsibility for delivery of tasks.	An understanding Of local councils and their governance and accountability framework. Experience creating financial business plans for services and projects
Knowledge & Skills	Excellent numeracy skills and know ledge. Financial reporting and verbal communication skills demonstrating the ability to provide clear, accurate and concise information. An ability to explain complex information and data in simple and meaningful terms. Use of financial software. Evidence Of working With information and communications technology, particularly Windows-based software, e-mail and internet services. A clear understanding of confidentiality and data protection requirements in the workplace.	Good knowledge of public services or of external agencies Or partner organisations. Knowledge of the roles and responsibilities of parish and other local government councils.
Interpersonal & Communication Skills	Good verbal and written communications skills. Ability to provide accurate advice and guidance to the	Ability to contribute to the delivery Of continuous improvement of

	Parish Council on a range of Issues. professional and polite when dealing With colleagues and members of the public. Ability to provide accurate, timely advice, resolving queries and solving problems. Able to record proceedings at meetings and produce accurate minutes. Able to implement and suggest potential improvements to working practices. Work effectively as a member of a team, supporting colleagues and demonstrating a flexible approach. Ability to provide cover for team members in their absence, where appropriate. A positive attitude, commitment and enthusiasm.	administration systems, processes and services.
Additional Requirements	Availability to work on Wednesday evenings. Self-motivated with the ability to prioritise. Ability to meet targets and deadlines. Ability to work in a team. Patience and the ability to listen. Willingness to develop knowledge and understanding of the services provided by the Parish Council. Willingness to learn relevant procedures and systems & undertake training where necessary, Adaptable to change. Able to work remotely (work laptop supplied).	

Closing Date: 7th December 2026 at 12 noon

Interviews week commencing 14th December 2026