Finance & Administration

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 (LC2 13 – 17) depending on experience and qualifications.

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. There is also potential for increased hours.

For more information on this job opportunity please visit Martlesham Council's website www.martleshamparishcouncil.org.uk and click on the home page for the Job Description, Person Specification and covering letter which gives details on how to apply.

You can also contact the Clerk at Martlesham Parish Council, Parish Room, Felixstowe Road, Martlesham, Woodbridge IP12 4PB, telephone 01473 612632 or email clerk@martleshamcouncil.org.uk

Closing Date: 7th December 2026 at 12 noon

Interviews week commencing 14th December 2026

November 2026