

Sudbury Town Council – Administrative Officer with Finance Skills

We are seeking a highly competent administrator who wishes to develop their career in local government by assisting the Town Clerk and other managers in the day-to-day administration of all council activities. In filling the role, you will need to be an excellent communicator and team player who possesses a high level of attention to detail.

The Town Council is at the heart of Sudbury life with a wider remit to provide services to other local councils in the area. It provides an interesting, challenging and rewarding working environment, with the opportunity to develop and widen your existing knowledge and skills.

We are working to make the Council resilient and so need more than one member of staff to be able to input data into our financial accounting software. For this reason, we are looking for someone with financial skills. We are willing to support an enthusiastic candidate with strong administrative skills to train for accounting qualifications whilst employed in this role.

The Administrative Officer with Finance Skills position is a full-time role working 37 hours per week, based in our offices in Sudbury Town Hall. In return we offer;

Grade 4 salary (£21,968 to £23,194) for someone without a level 3 accountancy qualification.

Grade 5 salary (£25,409 to £27,852) with a level 3 or higher accountancy qualification.

We welcome applicants from a wide range of backgrounds who can demonstrate that they have been successful in their careers to date.

If you wish to join a high performing, values-based organisation serving the local community, please see the job description attached and submit your CV with a covering letter detailing your suitability for the role to the Town Clerk ciaran.griffin@sudbury-tc.gov.uk

Administration Officer with Financial Skills

Sudbury Town Council Job description and person specification

Job purpose

To support the Town Clerk and other managers in the effective delivery of Sudbury Town Council organisation and services.

To work as part of the administrative team to ensure that the Town Council meets its aims, objectives and purposes.

To work flexibly in providing administration services across the Town Council as required.

Main responsibilities

To take responsibility for any administrative tasks and services allocated by the Town Clerk or the other managers.

Operational business support including; reading, responding to and drafting of correspondence, drafting of minutes and reports, entering financial data on to the council's financial system.

Dealing with enquiries and giving advice to the general public.

Supporting the delivery of the Town Council's services of markets, cemetery, Information Centre, Town Hall, room hire, events and support to local business and local tourism.

Supporting the manager delivering finance, HR, IT, health and safety, office management, data protection, communications and civic activities.

Other general administrative support to the council.

Other duties and tasks

To provide cover for other Administrative Officers and Information Staff in their absence or as directed by the Town Clerk or other managers.

To work closely with the Town Clerk and Managers to ensure that the organisation operates effectively across all services.

Any other duties commensurate with the role and grade at the direction of the Town Clerk.

Staff managed- Direct reports;

Administrative assistants and apprentices when and if appointed.

Indirect responsibilities

Contribution to any other roles in the Town Council including helping at events.

Person specification

Knowledge and skills (Essential)

1. A good standard of general education.
2. High standard of oral and written communication skills
3. High standard of mathematics and experience of using Microsoft Excel spreadsheets.
4. Excellent IT skills including the use of Microsoft Outlook, Word and Teams.
5. Good understanding and experience of business management and practice
6. Ability to work as part of a team.
7. Developed interpersonal skills, maintaining good relationships with a wide variety of different groups and interests.
8. Ability to manage priorities and meet demanding deadlines.
9. Collaborative and collegiate approach to problem solving.
10. Good understanding of systems and processes.

Knowledge and skills (Desirable)

11. Knowledge of accountancy and small business accountancy software packages.
12. Evidence of further professional development and/or relevant professional qualification
13. Good understanding and experience of business management and practice
14. A good understanding of the work of local authorities
15. A good understanding of the work of Sudbury Town Council
16. Understanding of the governance and regulatory framework as it applies to the Town Council.
17. Supervisory/management experience
18. Proven ability to manage staff including performance management.
19. Customer service and advisory skills and experience.
20. Ability to manage priorities and meet demanding deadlines.
21. Effective management of financial and staffing resources.

Experience

1. A successful record of working in an office environment with business management, project and programme management and delivering programmes, performance targets/outcomes and financial targets, to time and budget.
2. Experience of supporting service users/ internal/external stakeholders and partnership working.
3. Experience of working in a public sector organisation is desirable.
4. Experience of working within a politically led context is desirable.

Personal qualities

1. Highly principled and with personal integrity.
2. Ability to challenge sensitively and in a timely manner.
3. An ability to work under pressure.
4. Decisive and assertive while diplomatic.
5. Consultative and innovative.
6. Committed to democratic and accountable processes.
7. Sound strategic and tactical sense.
8. Good negotiating skills.