

**THORPE ST ANDREW TOWN COUNCIL**

**Job Title: Administration Officer - Finance**

**Hours: Part Time - 25 hours per week.**

**Salary: Local Government From NJC SCP13, which is currently £14.60 per hour.**

**Location: Thorpe St Andrew Town Hall (Council Offices).**

The role of the Administration Officer will primarily be:

- To undertake finance work on our accounts package (Scribe)
- To respond to general enquiries from, and provide customer service to, members of the public and hirers of council facilities.
- To monitor the Council's general e-mail address.
- General management of the council offices.
- To provide administrative support to other members of the staffing team.
- To assist with the organisation and coordination of functions or events.

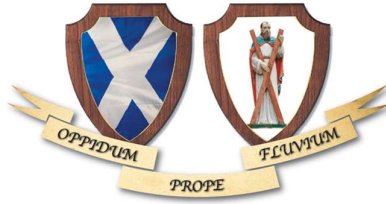
The successful applicant will have good communication and literacy skills as they will be interacting with the public, Councillors and other organisations in both verbal and written formats. They will be confident with Microsoft 365 applications and be willing to learn to use our sector-specific software. The Administration Officer needs to be organised, flexible and able to show initiative when required.

Thorpe St Andrew Town Council is a member of the Local Government Pension Scheme which attracts generous employer contributions. The successful applicant will be provided with the opportunity to opt-in to this scheme via the Norfolk Pension Fund. Annual leave entitlement is 21 days per annum (rising to 25 after five years of service), in addition to normal bank and public holidays, the post holder will also be entitled to two extra statutory days.

Training will be provided to the postholder, with opportunities for continuing their professional development.

The job description and person specification are available online at:

Prospective candidates are welcome to visit the Town Hall offices, or call (Tel: 01603 701048) to discuss the post or seek additional information.

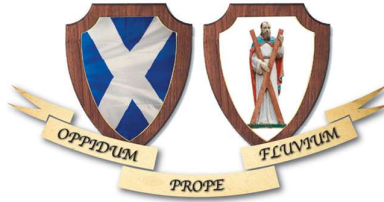


**THORPE ST ANDREW TOWN COUNCIL**

Thorpe St Andrew Town Council is committed to being an equal opportunities employer. If you have any additional needs, please tell us about any adjustments we may need to make to assist you with the selection process.

Applications are invited via submission of a completed application form, which should be sent to the CEO/Town Clerk, Sarah Bristow by e-mail to [clerk@thorpestandrew-tc.gov.uk](mailto:clerk@thorpestandrew-tc.gov.uk)

Deadline for receipt of applications: **12 noon on 11 July 2025.**



## THORPE ST ANDREW TOWN COUNCIL

### **JOB DESCRIPTION**

**Job Title: Administration Officer - Finance**

**Responsible to: CEO/Town Clerk/RFO**

**Date Produced: June 2025**

**Standard Hours: 25 hours per week**

---

### **JOB PURPOSE**

To provide a financial and administrative support service to the office.

To provide the first point of contact at Thorpe St Andrew Town Hall for members of the public.

To maintain the accounts on Scribe accounts package.

To assist with the organisation/coordination of functions/events.

---

### **Key Areas of Responsibility**

#### **1. Customer Service**

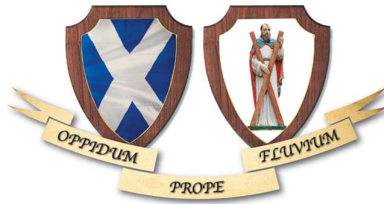
- Helping members of the public who contact the Town Council.
- Dealing with general queries by e-mail, phone or from visitors to the Town Hall.
- Managing the Council's general e-mail account.
- Signposting of enquiries to other service providers.

#### **2. Administration Service**

- Regular communication with the Town Clerk and other staff members.
- Maintaining a comprehensive filing system using the council's SharePoint facility.
- Maintaining a database of organisations and other contact names and numbers that are regularly needed.
- To work on projects as and when required.

#### **3 Finance Service**

- To prepare financial reports for the Council covering budget monitoring, receipts and payments to date, payment of accounts and other relevant current matters.
- To work with the Town Clerk to prepare draft estimates which, when approved, will form the annual budget for the year, and to report thereon as necessary.
- To bank regularly all money received by the Council.



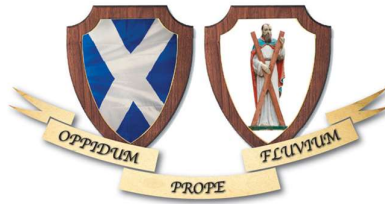
#### THORPE ST ANDREW TOWN COUNCIL

- To ensure that all money due to the Council is collected promptly.
- To take responsibility for the prompt submission of VAT Return Forms or repayment claims.
- To assist the Town Clerk/RFO in the preparation of the Accounts and the Annual Return for the Council each year.
- To monitor compliance with the Council's Financial Regulations.
- To maintain the Council's asset register.

#### **4 General**

- Assisting in the organisation of events and functions.
- Attending training courses or seminars as required by the Council.
- Providing help and assistance to all Town Council personnel and Members in a variety of tasks.
- Assisting with the preparation of council meeting materials
- Working with other council officers and organisations to address the Climate & Biodiversity Emergency by supporting initiatives to reduce CO emissions from the Council's activities, properties and facilities.

Please note: This is not an exhaustive list and the postholder may be required to undertake additional roles and responsibilities as identified from time to time in order to meet the ongoing requirements of the council.



## THORPE ST ANDREW TOWN COUNCIL

### Person Specification

**Job Title:** Administration Officer – Finance

**Responsible to:** CEO/Town Clerk/RFO

**Date Produced:** June 2025

**Standard Hours:** 25 hours per week

---

### JOB PURPOSE

To provide a finance and administrative support service to the office.

To provide financial support to the Town Clerk/RFO

To provide the first point of contact at Thorpe St Andrew Town Hall for members of the public.

To maintain the accounts on Scribe accounts package.

To assist with the organisation/coordination of functions/events.

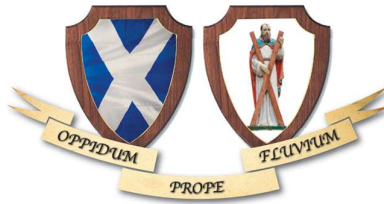
---

### Skills

1. Good verbal and written communication skills.
2. GCSE English and Maths or other similar qualification
3. Excellent interpersonal skills.
4. Understanding of basic accounting processes
5. Knowledge of financial and accountancy procedures and software packages (Scribe) training will be provided.
6. Ability to work methodically, organised and flexible and as part of a team, and to use own initiative
7. Self-motivation.
8. The ability to deal confidently and sympathetically, both verbally and in writing, with Councillors, members of the public, other staff and colleagues from other authorities
9. The ability to assimilate and convey information clearly and concisely and to maintain meticulous records
10. Desirable but not essential First-aid and Fire Marshal trained.

### Knowledge

1. Use of Microsoft 365 software and social media platforms.
2. Office procedures.
3. A good understanding of the requirements of Data protection.



#### THORPE ST ANDREW TOWN COUNCIL

##### **Experience**

1. Relevant experience in an office environment.
2. Relevant experience of customer service.
3. Use of computers and office machinery.
4. Experience of maximising the use of IT systems to improve the delivery of services to internal and external users

##### **Other**

1. Ability to relate well to colleagues, Councillors and members of the public.
2. Sets and delivers high standards.
3. Attention to detail demonstrated.
4. Able to undertake or assist with a colleague's work load if required