



ALDENHAM PARISH COUNCIL

Job Title: Admin Officer - Accounts

Reports to: Deputy Council Manager & Responsible Financial Officer (RFO)

Purpose of the Role

The Admin Officer - Accounts plays a key role in supporting the financial and administrative functions of Aldenhams Parish Council. The postholder will:

- Serve as the first point of contact for visitors and telephone enquiries, providing a courteous and helpful reception service.
 - Manage procurement tasks including obtaining quotes, assessing value, placing orders, and processing invoices.
 - Provide administrative support for Council committees and working party meetings, including occasional evening attendance as required.
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Key Responsibilities

Financial & Accounts Administration

- Oversee the daily operation of the sales and purchase ledger processes.
- Place purchase orders, receive and issue invoices, and input all financial data into the Council's accounting system.
- Maintain accurate and organised records of all invoices, receipts, and payments (both digital and paper formats).
- Handle general accounting and invoice-related queries.
- Update internal financial and administrative databases as needed.

Administrative Support

- Support the Deputy Council Manager in delivering efficient administrative services across the Council.
- Liaise with contractors and principal authorities as required.
- Ensure the office is adequately manned during opening hours and incoming calls are answered professionally.
- Provide cover for committee and planning meetings (e.g. attendance, agenda preparation, and minute-taking) during staff absence or as directed.

Customer Service & Front Desk Duties

- Deliver a friendly, professional reception service to members of the public.



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- Provide information or redirect enquiries to the appropriate authority or staff member.

General Duties

- Carry out any other reasonable tasks as assigned by the Deputy Council Manager or Council Manager in line with Council responsibilities.
- Promote and uphold the principles of equality, fairness, and respect in all dealings with colleagues, residents, and external partners.