

Finance & Administration Officer Candidate Information Pack



Dear Candidate

I am delighted that you are interested in applying for the post of our Finance & Administration Officer. This pack contains all the information that you need to support you in making an application.

We are seeking an excellent administrator who will play a key role in ensuring the delivery of high-quality services to the people of Alnwick. The Finance & Administration Officer will be responsible for all day-to-day management of all of our back office systems. The successful candidate will also work on a number of varied Town Council projects so we are looking for candidates who are highly motivated with excellent administrative, inter-personal, accounting and IT skills and someone who can work well with staff, councillors, external organisations, stakeholders and the community.

The closing date for applications is Thursday 31st July 2025. Interviews will be held in early August.

Applications (**on the Town Council application form**) should be sent to:

Peter Hatelly
Chief Officer & Town Clerk
Alnwick Town Council
The Lindisfarne Centre
Lindisfarne Road
Alnwick, NE66 1AX

Please mark your correspondence "Private and Confidential. To Be Opened by Addressee Only". Alternatively, applications can be forwarded by email to;

peter.hately@alnwick-tc.gov.uk.

Further information in relation to Alnwick Town Council can be found on the background information sheet or viewed via the Town Council's website at www.alnwick-tc.gov.uk. For an informal discussion about the post, feel free to contact our Chief Officer/Town Clerk, Peter Hatelly on 01665 602574 or the e-mail address above.

Alnwick Town Council is an equal opportunities employer. We welcome applications from all sectors of the community.

I do hope that you decide to apply for this exciting opportunity.

Yours sincerely

Peter Hatelly
Chief Officer/Town Clerk

Alnwick Town Council - Background Information

Alnwick Town Council was formed in 1973 and serves the town of Alnwick.

There are 18 Town Councillors split between two wards (Hotspur & Castle), representing Alnwick's 9,000 or so, population. The Council's precept for 2025/26 is £477,381 and the budget for the year is £583,141.

The Mayor of Alnwick is the Council's civic head and main spokesperson.

The Council meets monthly (in the evening on the 2nd Thursday of the month). The Council also has 4 Ordinary Committees – Finance & Policy, Recreation & Amenities, Cemetery and Planning, Highways and Transport and a number of working groups some of which are time limited. Nearly all Council and Committee meetings are held in the evening.

In addition to the Finance & Administration Officer, the Council has 7 other staff; these include the Assistant Town Clerk, a Projects and Funding Officer, a Cemetery Superintendent, two Town Handypersons and a Communications Officer.

The Council Offices are situated in The Lindisfarne Centre, the new Community Hub which also accommodates the Food Bank, Citizen's Advice, Northumberland County Council Customer Services and a Community Café.

Assets under the control of the Council include Alnwick Cemetery, various memorials, three allotment sites, eight play areas. More recently the town Council has taken ownership of Thomas Percy Wood, the Biketrack and the new Playzone next to the Community Centre.

The responsibilities of the Council include the maintenance of its assets, planting flower beds and floral displays throughout the town, the provision and maintenance of bus shelters, seating, litter bins, town maps and signage and the town's CCTV system (which is monitored by the police).

The Town Council assists many voluntary bodies and with grant funding. The combined grants budget for 2025/26 is £32,000.

The Council supports local festivities including the Market Place Festival and the Christmas Lights Switch on. The Council also organises the annual Remembrance Sunday service & parade, Armed Forces week events, Civic Awards and a Civic Carol Service.

The Council works closely with Northumberland County Council and has jointly established an Alnwick Forum. The Town Council has also established a local Business Forum. Council representatives also sit on many local bodies.

Alnwick Town Council working in partnership with Denwick Parish Council, had their Alnwick & Denwick Neighbourhood Plan 'made' in July 2018 and are currently in the process of updating it.

Alnwick is twinned with Voerde (Germany), Lagny sur Marne (France) and Time Kommune (Norway) and the Council supports these links.

Alnwick Town Council

Finance & Administration Officer

Terms and conditions

1. Salary

The salary will be at LC1, SCP 18 - 23 (£30,559 - £33,366 from 1st April 2024, pay award pending) pro rata, plus access to the Local Government Pension Scheme.

2. Place of work

The Council Offices, The Lindisfarne Centre, Alnwick.

3. Hours of work

This is a full time role - 37 hours per week. Hours of work can be flexible in line with the requirements of the job.

4. Holidays

23 days, rising to 28 days after 5 years continuous local government service, plus 8 public holidays (Pro rate based on a 37 hour working week).

5. Notice period

At least one months written notice is required on either side to terminate the employment.

6. Pension

Employees of the council are entitled to join the Local Government Pension Scheme (LGPS).

7. Probation period

The successful applicant will be subject to a six-month probationary period, which will involve regular discussions on progress.

JOB DESCRIPTION

Overall Responsibilities

The main role of the Finance & Administration Officer will be to provide back office administrative support to the Town Clerk and other officers of the Council. The role will be fundamentally based around the Council's financial management system and cemetery management system but will include a range of administrative roles and involved in council led projects.

Specific Responsibilities

MAIN DUTIES & RESPONSIBILITIES

1. To maintain the council's financial management system, including placing orders and processing invoices, ensuring accounting records are accurate and in accordance with the council's financial regulations.
2. To assist the Town Clerk with the preparation of budgetary control reports, bank reconciliation statements, VAT returns and yearly audit of accounts.
3. To attend Council, Committee and Working Group meetings (evenings); to record and produce accurate and comprehensive minutes on a timely basis.
4. To maintain the council's cemetery system and liaise with the Cemetery Superintendent, funeral directors, stone masons and families ensuring all administrative requirements are delivered accurately, invoices produced and paid.
5. To provide accurate and accessible information and data for meetings, the council's website and third parties as requested by the Town Clerk.
6. To manage council projects as directed.
7. To undertake such other duties as may be required from time to time commensurate with the level of the post.

Alnwick Town Council
Finance & Administration Officer
PERSON SPECIFICATION

Factor	Essential	Desirable
Education and Qualifications	• Educated to A-Level or equivalent	• Educated to Degree level of equivalent
Skills and Knowledge	• Excellent written and verbal communication skills • General administration and presentation skills • Ability to build effective working relationships with members of the Council staff and a range of stakeholders • Analysis skills and the ability to translate complex issues into clear information for officers and councillors • Knowledge of management accounting software packages • A thorough understanding of office based IT	• Knowledge of Local Authority accounting practices
Experience	• Managing a range of activities to deadlines within pre-agreed timescales with changing priorities	• Experience of Local Government
Personal Qualities	• Strong interpersonal skills • Deals confidently with a wide range of contacts • Methodical and accurate approach • Ability to prioritise and work to tight deadlines • Ability to work on own initiative and complete tasks without supervision • Honesty, integrity and trustworthiness	
Specific Requirements	• Flexibility to attend evening meetings as appropriate	