

# **Appointment of a Finance and Admin. Support Officer to Woodbridge Town Council.**

## **Application pack**



**WOODBIDGE TOWN COUNCIL**

Town Clerk: Mr G E Diaper

Shire Hall, Market Hill, Woodbridge, Suffolk IP12 4LP

Telephone: 01394 383599 | Email: [townclerk@woodbridge-suffolk.gov.uk](mailto:townclerk@woodbridge-suffolk.gov.uk) | Website: [woodbridge-suffolk.gov.uk](http://woodbridge-suffolk.gov.uk)

April 2026

**Introduction**

Thank you for responding to the Town Council's recent advertisement for the position of Finance and Admin Support Officer to Woodbridge Town Council.

We trust that you will find this Application Pack of assistance in deciding to apply.

The information is arranged as follows: -

- Role of the Finance and Admin. Support Officer
- Background to Woodbridge Town Council
- Application process
- Selection process
- Job advert
- Job description
- Person specification
- Application form
- Equal opportunities monitoring form.

If you would like to apply, please complete the attached application form (**CVs alone will not be acceptable**) and submit it to the email address detailed in the document.

This Application Pack will not form part of any subsequent contract of employment.

If you have any questions on the Application Pack or require any further information on the Council or the post, or you would like an informal discussion on the role, please email or call Greg Diaper on 01394 383599, option 4.

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Contact: Mr Greg Diaper – Town Clerk

Shire Hall, Market Hill, Woodbridge, Suffolk, IP12 4LP

Email:

Telephone: 01394 383599, option 4

## **Role of Finance and Admin Support Officer to Woodbridge Town Council.**

Woodbridge Town Council has forecast income of nearly £80,000 for the financial year 2026/27, and expenditure in excess of £720,000 – the Council therefore requires professional administrative and financial support to ensure that its business is conducted accurately and legally and is fully transparent about its financial activities.

### **What does the Finance and Admin Support Officer to the Council do?**

The enclosed job description lists the duties in detail, but the main duties of the job can be summarised as to: –

- To assist the Town Clerk (Responsible Financial Officer) and Finance Officer in the effective delivery, smooth running and high quality of the Council's financial systems and requirements.
- To provide occasional administration support to the Town Clerk, Deputy Town Clerk, Finance Officer where required.

### **Skills and attributes needed.**

The post demands efficient, effective and professional working practices to achieve value-for-money and best practice standards.

The key attributes required are detailed in the person specification included in the Application Pack.

### **About Woodbridge.**

Woodbridge is an historic riverside market town built on the banks of the River Deben, about eight miles from the coast at Bawdsey and five miles north-east of Ipswich.

It is commonly associated with the most important Anglo-Saxon site in the UK; Sutton Hoo, and a replica Longship is currently being built in the newly developed 'Woodbridge Historic Riverside' area, much of which is administered by Woodbridge Town Council.

The town has a working Tide Mill – one of only two in the UK and the earliest. Rendlesham Forest, close to RAF Woodbridge was the site of a supposed UFO sighting in 1980 when unexplained lights were seen in the sky and a disturbance was reported in the forest.

More recently Woodbridge has won numerous awards as the best place to live in the East of England, however the pandemic also highlighted the large number of residents struggling with day-to-day life.

### **Woodbridge Town Council.**

The Town Council was created in 1974 as the successor to the Urban District Council and is based in the Shire Hall, Market Hill. It is the 3rd tier of Local Government after Suffolk County Council and East Suffolk Council and deals only with the Town of Woodbridge.

The Town itself is split into 4 Wards; FARLINGAYE, KYSON, SECKFORD and RIVERSIDE and each ward has four Councillors. To view a map of the Wards and find details of the councillors who represent them click [here](#).

The Town Mayor is Chair of the Council; he/she is also the Civic Head of Woodbridge, representing the Town at many civic and other functions. Woodbridge Town Council has sixteen elected members who serve for a four-year term.

Full council meetings are held generally on the third Wednesday in the month. The public and press can and do attend all council meetings during which there is an opportunity to speak during the democratic fifteen minutes.

When required, Committee meetings are held on Wednesdays throughout the month.

Committees: Planning, Finance, Highways and Transport, Staffing, Climate & Ecological Emergency, and Amenities.

Woodbridge Town Council is responsible for:

- Kingston Field Recreation Area/Play Area (as Custodian Trustees)
- Fen Meadow Open Space/Play Area
- Elmhurst Park and Play Area (as Custodian Trustees)
- Broomheath Open Space
- Whisstocks Place Open Space
- Fitzgerald Green Open Space
- Tide Mill Quay
- Quaker Burial Ground

- The Shire Hall and Market Square
- The Tide Mill (as Custodian Trustee)
- The Community Hall
- The New Museum, Art Group, and Community Boatshed Buildings
- Allotments and the Thursday Market.

The Council currently has a four-person administrative team (Town Clerk, Deputy Town Clerk, Finance Officer and Admin. Officer) and four-person estate team (Estates Officer, Maintenance Officer, Head Gardener and Assistant Gardener), working to support the above.

Information on the current Council members (Councillors) can be found on the Councils [website](#)

### **Application process.**

The application and equalities monitoring form must be completed and submitted electronically to the Town Clerk – [townclerk@woodbridge-suffolk.gov.uk](mailto:townclerk@woodbridge-suffolk.gov.uk)

You must include in your application information which:

- Sets out how you meet the person specification.
- Demonstrates the qualities you would bring to the role of Admin. and Finance Support Officer to Woodbridge Town Council.

Please Note:

### **A CV is not required.**

**Your application must be returned electronically to the email address provided.**

**Canvassing of any Officer or Councillor involved in the selection process will disqualify you from being appointed.**

### **Selection Process**

Selection of candidates for interview will be by the Town Clerk, Deputy Town Clerk and Finance Officer by scoring the redacted (to exclude any reference, however oblique, to age, sex or name of previous employers) application forms.

The formal selection process will be by interview. Dates will be advised in due course.

## **References**

Formal references will be taken up prior to an offer of employment.

## **Expenses**

Travelling expenses will be paid on the basis of standard class rail travel to the interview or car mileage at the rate of 40.0p per mile. Claims must be in excess of 25 miles in total (mainland UK only).

Any shortlisted candidate who withdraws without good reason will not be reimbursed travel subsistence or other expenses other than at the discretion of the Council.

## **Candidates requiring Adjustment of, or support for, the Interview Process**

Any candidate invited to interview who may require adjustment of, or support for, their interview should please contact the Clerk / Chair of the Council, in confidence so that reasonable adjustments can be made to the recruitment process.

## **Final Selection**

It is the intention to conclude the process within 48 hours of the final candidate's interview. Unsuccessful candidates will be advised by email.

**Woodbridge Town Council are looking for a Finance and Admin. Support Officer to join their team.**

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## DETAILS

Job title: **Finance and Admin. Support Officer**  
Organisation: **Woodbridge Town Council**  
Salary: **NJC SCP 13- 17 (based on experience)**  
County: **Suffolk**  
Email Address: **townclerk@woodbridge-suffolk.gov.uk**  
Phone number: **01394 383599, option 4.**

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## SUMMARY

Woodbridge Town Council are seeking an organised and community aware person to provide financial/ accountancy and occasional administrative support to ensure that the Council continues to provide a high-quality service for the community. Under the direction of the Town Clerk and Finance Officer, you will become a recognisable and approachable member of the Council's staff and build relationships with the Council's contractors and service providers.

Working as part of a six-person administrative team based at the Shire Hall, you will support the Officers of the Council in the day to day running of the organisation, facilitating effective delivery and smooth running of the Council's administrative and financial procedures. The post offers excellent career progression opportunities as the Council forecasts significant growth in the coming years in light of Local Government Reorganisation.

This is a part-time position (30 hours per week), offering a pro-rata salary of between £23,439.00 and £25,084.00 (based on experience) plus entry in the Local Government Pension scheme. To download the application forms, please visit the Woodbridge Town Council website 'News' section. Hard copies can be provided on request. Woodbridge Town Council is committed to equality of opportunity and actively welcomes applications from all sections of the community.



### WOODBRIIDGE TOWN COUNCIL

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**Finance and Admin. Support Officer – Job description**

**Job Purpose**

The Finance and Admin Support Officer will be an Officer of Woodbridge Town Council ('the Council').

The principal aim of the role will be to provide financial/accountancy and occasional administrative support as required for the Town Clerk, Deputy Town Clerk and Finance Officer.

The Finance and Admin. Support Officer will initially be based at the Shire Hall.

**N.B.** The job activities provided below are examples of the work involved. They do not purport to be a comprehensive list of all aspects of the major tasks.

**Key Functions and Responsibilities – Financial**

- Managing the Council's Sales Ledger - preparation and delivery of regular and ad-hoc sales invoices, coding and entering into financial software.
- Preparing and posting journals.
- Raising purchase orders.
- Managing the Council's Service Charge payments.
- Administration of the Council's VAT returns
- Preparing payments to be made from the Councils bank accounts.
- Ensuring all finance documentation is scanned and filed using the in-house filing system
- Assisting with the preparation of documentation for monthly Town Council meetings.
- Credit control – chasing payments
- Deputising for Deputy Town Clerk in collating information for monthly salary payments.
- Other ad-hoc duties to assist the Finance Officer

### **General and Administrative**

- To ensure that all work undertaken meets the agreed standards of the Council.
- To be a team player and help out, as needed with any appropriate duties outside of this job description as instructed by the Town Clerk.
- Undertake all the necessary training to be able to undertake the duties required.

## Finance and Admin. Support Officer – Person specification.

	<b>Essential Attributes</b>	<b>Desirable Attributes</b>	<b>Method of Evaluation/Testing</b>
<b>Education, Professional Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• 5 GCSEs including Maths &amp; English</li> <li>• Must be entitled to legally work in the UK</li> </ul>	<ul style="list-style-type: none"> <li>• Finance qualification</li> <li>• First aid at work</li> </ul>	Application form
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Finance or accounting knowledge and experience</li> <li>• Experience using financial software</li> <li>• Experience in receiving and interpreting instructions</li> <li>• Excellent proven literacy and numeracy skills.</li> <li>• Working to tight and challenging deadlines</li> <li>• Be able to work to appropriate objectives</li> <li>• Ability to present information in a clear and concise manner and provide interpretation when required</li> <li>• Good team player and ability to communicate with Councillors, stakeholders and the general public</li> <li>• Must understand and respect confidentiality and handling of sensitive financial information</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in a similar role.</li> <li>• Use of Rialtas financial software</li> <li>• Understanding of financial regulations and internal control procedures</li> <li>• Good understanding of Data Protection (GDPR)</li> </ul>	Application and Interview
<b>Aptitudes</b>	<ul style="list-style-type: none"> <li>• Good to excellent IT skills including Microsoft Office software and experience of using financial software</li> <li>• An understanding of VAT calculations on invoices</li> <li>• Personal organisational skills including time keeping and workspace management</li> <li>• Have a spirit of co-operation and a positive,</li> </ul>		Application and Interview

	<p>can-do attitude</p> <ul style="list-style-type: none"><li>• Must demonstrate a reliable and flexible approach to work</li><li>• Have a professional telephone manner</li><li>• Dynamic, innovative and adaptable approach to all tasks</li><li>• Ability to multi-task</li><li>• Self-directed and motivated</li><li>• Excellent communicator</li><li>• Respond well to pressure</li><li>• Commitment to equality and diversity</li><li>• A desire to professionally develop your skill-set</li><li>• Work well in a team and with a wide range of people</li></ul>		
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# Application form for the position of Finance and Admin. Support Officer

**This form must be completed and submitted using Word or compatible software – completed forms to Mr G E Diaper, Town Clerk –  
townclerk@woodbridge-suffolk.gov.uk**

## Your details

Name:

Address:

Postcode:

Phone:

Email:

## Education and training

Please give details:

## Qualifications

Please give details:



### WOODBIDGE TOWN COUNCIL

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Telephone: 01394 383599 | Email: townclerk@woodbridge-suffolk.gov.uk | Website: woodbridge-suffolk.gov.uk

Employment history

Your current or most recent employer

Name of employer:

Address:

Postcode:

Job title:

Pay:

Length of time with employer:

Reason for leaving:

Duties:

### Previous employers (from 2005 onwards)

Please tell us about other jobs you have done and about the skills you used or learned in those jobs. If there are significant gaps in your employment history please explain those gaps.

### Supporting statement

Please tell us why you applied for this job and explain your suitability for the role in regards to the job description and person specification. Applicants will be shortlisted for interview against this statement.

### Interview arrangements and availability

If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process.

Are there any dates when you will not be available for interview?

When would you be able to start working for us?

**Right to work in the UK**

Do you need a work permit to work in the UK? Yes / No

**References**

Please give the names and contact details (including business/home and email addresses and telephone numbers) of two people who we can ask to give you a reference. One should be your current or most recent employer. We may ask them before an employment offer is made. We will not ask your current employer until we get your permission.

**Referee 1 This MUST be your current or most recent employer**

**Referee 2 This MUST be a different employer (If you have been in the same organisation for the poast ten years this can be a different manager with whom you have worked)**

**Declaration**

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Name:

Signature:

Date:

## Equal Opportunities Monitoring Form

Woodbridge Town Council are committed to equal opportunities in our recruitment process and in order to find out how well we are doing with this, we need to collect monitoring data. This monitoring form is voluntary but the information we collect here is very useful to us as it helps us to make sure that we are an inclusive employer and to find out if our workforce is diverse. The information you supply on this form will be kept confidentially. The monitoring form is not sent to the recruiting panel and has no part in the shortlisting process.

Please return the completed form by email.

**Sex** Male  Female  Prefer not to say

**Are you married or in a civil partnership?** Yes  No  Prefer not to say

**Age** 16-29  30-39  40-49  50-59  60-69  70+   
Prefer not to say

**Gender reassignment** Is your gender the same as the sex assigned to you at birth?  
Yes  No  Prefer not to say

### What is your sexual orientation ?

Heterosexual  Gay  Lesbian  Bisexual   
Other, please specify ..... Prefer not to say

### What is your ethnicity

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

#### **White**

English  Welsh  Scottish  Irish  Gypsy or Irish Traveller   
Any other white background

#### **Mixed/multiple ethnic groups**

White/Black Caribbean  White/Black African  White/Asian

Any other mixed background

**Asian/Asian British**

Indian  Pakistani  Bangladeshi  Chinese   
Any other Asian background

**Black/ African/ Caribbean/ Black British**

African  Caribbean   
Any other Black/African/Caribbean background

**Other ethnic group**

Any other ethnic group, please write in .....

**Prefer not to say**

**Disability** The Equality Act 2010 defines a disabled person as *someone who has a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities*. Do you consider yourself to be disabled?

Yes  Please specify.....

No  Prefer not to say

**What is your religion or belief?**

No religion or belief  Buddhist  Christian  Hindu  Jewish

Muslim  Sikh  If other religion or belief, please specify .....

Prefer not to say

**What is your current working pattern?**

Full-time  Part-time  Prefer not to say