



Aldenham Parish Council – Job Opportunity

Are you organised, friendly, and have a flair for bookkeeping? If so, Aldenham Parish Council would love to hear from you! We are currently seeking a:

PART-TIME ADMIN OFFICER – ACCOUNTS

Key Responsibilities:

- Process purchase orders, receive and issue invoices, and enter them into the accounting system.
- Provide administrative support for council committees when required.
- Assist members of the public in a polite and helpful manner, directing them to the appropriate authority where necessary.
- Work collaboratively with colleagues as part of a supportive office team.
- Perform general office and reception duties.
- Use Microsoft Office confidently and demonstrate experience with accounting software.

Salary:

- NJC Scale Point 15 – £30,024 pro rata - **£12,172 per year**

Working Hours:

- 9:30am – 2:30pm on Monday, Tuesday, and Thursday
- Occasional evening meetings/events may be required
- *Potential for more hours in the future*

Employee Benefits:

- Pro-rata equivalent of 23 days annual leave (including office closure at Christmas), all bank holidays, and birthday leave
- NEST pension scheme
- Free staff parking at our offices in The Radlett Centre

Location:

First Floor, The Radlett Centre
1 Aldenham Avenue
Radlett, WD7 8HL


How to Apply:

For more details, including the job description and application form, please visit:

👉 www.aldenham-pc.gov.uk/vacancies/

Alternatively, contact:

Monika Duong, Deputy Council Manager & RFO

 01923 856433

 accounts@aldenham-pc.gov.uk

Please note: We **do not accept** CVs without a fully completed application form.

Application Deadline:

All applications should be marked *Private & Confidential (Job Application)* and submitted by **5pm on 29 September 2025** via post or email to:

 accounts@aldenham-pc.gov.uk

Interviews: 10 October 2025

We look forward to receiving your application!