

CLAY CROSS PARISH COUNCIL

require an

ADMINISTRATIVE ASSISTANT

16 Hours Per Week: £10.27 Per Hour

The post of Administrative Assistant is key to the day to day running of Parish Council business, providing full support to Committees and Working Groups. Experience of working in Local Government would be an advantage but is not essential

Candidates should have excellent IT skills including Microsoft Word and Excel, ideally they will have some experience of maintaining financial records

Some degree of flexibility is required including attendance at evening meetings

Candidates should also be willing to undertake relevant training in Local Government regulations governing the conduct of Parish Council business

Applications with CV, detailing experience and qualifications together with names and addresses of two referees should be sent to the Clerk of the Council, Mrs D Kershaw, Clay Cross Parish Council, Clay Cross Social Centre, Market Street, Clay Cross, Chesterfield S45 9JE

Closing Date: Friday 30 October 2020