

WANTED

Clipstone Parish Council is looking to recruit an

Administrative Assistant

Your tasks will be

- To carry out clerical and administrative duties in relation to the Digitising Clipstone Cemetery Project
- To data input cemetery records from various hand-written records.
- To cross reference the written records with evidence in the cemetery.
- To provide general clerical assistance to the Parish Clerk.
- Working with the Parish Workers to ensure the efficient management and maintenance of the Village Hall and its accommodation.
- Assisting with enquiries regarding letting of accommodation within the Village Hall and other council properties, and subsequent lettings and collection of income.
- Assisting with the organisation of civic events.
- To assist with the organisation of staff training events and to attend such training courses as may be required.
- To provide such assistance as may be required in maintaining the Council's computerised financial systems and any associated manual accounting records.
- To undertake such duties of an equivalent nature as the Council may require from time to time.

The pay will be £8.32 per hour for 10 hours per week.

You must be

- Friendly and approachable with a positive attitude
- an excellent communicator, both verbally and in writing
- team worker
- able to follow instructions
- able to work on own initiative
- experienced in office administration
- educated to a good GCSE (equivalent) standard
- competent using IT

The closing date for this position is Monday 24 June 2019, 10.00am.

Application forms are available by e-mail from : clipstoneparishcouncil@btconnect.com

or can be downloaded from the council website: <http://www.clipstoneparishcouncil.co.uk/>

Applications by CV or letter will only be considered if accompanied by a completed application form.

B Boyer, Clerk to Clipstone Parish Council, Tel.:01623-626857