

VACANCY – SENIOR ADMIN ASSISTANT

POST TITLE: Senior Admin Assistant

REPORTING TO: Parish Clerk/Responsible Financial Officer

LOCATION: Parish Office, Mountsorrel Lane, Rothley.

HOURS OF WORK: 20 per week (Monday – Friday) to include attendance at Full Parish Council Meetings which are held on the 3rd Monday of each month and occasional deputising for Clerk at evening council and committee meetings.

SALARY: National Joint Council LC1 SCP 8 £19,945 (pro-rata).

PENSION: In accordance with the Workplace Pension Regulations

Rothley Parish Council is looking to recruit an enthusiastic and reliable person to carry out the duties of Senior Admin Assistant to the Parish Council.

Candidates should have excellent interpersonal skills, be computer literate and have some accounting experience. Previous experience in the public sector and in a small office environment would be helpful, although not essential and training where required will be provided.

The successful candidate will be confident and enjoy dealing with members of the public, as part of the local community.

The Parish manages the Village Hall, Sports Pavilion and is responsible for Public Open Spaces, Parks and Grass Cutting in the parish.

The application form and job description are available on the parish website at <http://www.rothleyparishcouncil.org.uk>

Completed applications should be returned by Friday 31st January 2020 to the Parish Office for the attention of Gail Newcombe, Clerk to the Council, Parish Office, 12 Mountsorrel Lane, Rothley, LE7 7PR (Please mark the outside of the envelope **Confidential - Application for the post of Senior Admin Assistant to the Council**) or email to clerk@rothleyparishcouncil.org.uk

Interviews will take place on Monday 24th February.

If you would like an informal chat about the job, please call Gail Newcombe on 0116 2374544.