



Part-Time Administrative Assistant Post

15 Hours per week SCP range 15

£16,054 pa pro rata (£6508.38)

Neston Town Council require an Administrative Assistant, based at their office in Neston. This is a unique opportunity for the right candidate to make a contribution to the community of Neston and become a key member of a dedicated and enthusiastic team working hard on the Town's behalf.

The hours of work will be 15 per week. There is a requirement for some evening work. The Town Council is a Statutory Body. The immediate Line Manager for this post is the Town Clerk.

The successful applicant will have a good understanding of Local Government practices and experience of taking minutes, producing reports and assisting in the running a busy, public office. Knowledge of financial and accounting systems will be an advantage. Communicating with Council Members and the public is a requirement for the post.

Application form and pack are available from the Town Council's office:

Neston Community & Youth Centre, Burton Road, Neston, CH64 9RE

or telephone 05603 446040 (dedicated line)

or email: nestontowncouncil@btconnect.com

Closing date for applications is 12 noon **Monday 4 January 2010**

Neston Town Council is an equal opportunities employer

Alison Kunaj
Town Clerk