

NORTHWICH TOWN COUNCIL

COUNCIL SECRETARY

£17,802. Per annum, 37 hours per week on spinal column point 19 increasing to point...
22 subject to satisfactory performance.

Applications are invited from suitably qualified persons to provide and manage the administrative activities of the Council, its Chief Executive, Mayor and Members of the Town Council.

The successful person must have at least 5 Years experience in administration and financial procedures and also have experience when dealing with members of the public.

Ability to work effectively on own initiative and as part of a team, handle confidential matters skilfully and with tact, be able to use standard office computer equipment and have good verbal, written communication and numeric skills, as well as prioritise work.

Qualifications required: GCSE or NVQ Administration at level 5 or above and evidence of significant, relevant experience.

For an application form, job description and further details please contact: The Chief Executive, Northwich Town Council, 78 Church Road, Northwich, Cheshire, CW9 5PB, Tel 01606 41510, Fax 01606 351821. Closing date for applications 18th December 2009.