

VACANCY

Part-time, Permanent

£9.96 per hour 14 hours per week (normally over 2 days).

Nest pension scheme available

Position: Parish Assistant.

Main Duties include:

- Effective management of Necton Rural Community Centre buildings and assets.
- Community centre bookings
- Processing payments and raising invoices
- Ensuring the finance systems are updated and reconciled including bank deposits.
- Provide telephone and e-mail support to members of the public, suppliers and councillors relating to Necton Rural Community Centre and Parish council business.
- Maintaining and updating the Parish website and Social Media sites.

About Us

Necton Parish Council are an award-winning Council dedicated to serving the local community.

The skills you'll need

- Organised
- Flexible and a proactive forward-thinking person
- Good working knowledge of Microsoft office and outlook.
- Professional manner with excellent written and communication skills.
- Ability to deal with many types of people in a range of situations.
- A good sense of humour
- Ability to work alone and use initiative

For further details or to apply with CV and covering letter please email nectonparishcouncil@gmail.com

Closing date for applications: Monday 12th August 5pm.

Interviews: Friday 16th August.