



Langwith Parish Council

Whaley Thorns & Langwith Village Hall, Portland Road, Langwith, Mansfield, NG20 9EZ
Telephone: 01623 746498, www.langwithparishcouncil.gov.uk

Employment Vacancy

POST DETAIL

TITLE:	Administration Assistant
POST NO:	LPC-AD-002
SALARY RATES:	Hourly rate - £8.50 - £9.68 Pro rata - £6,648.23 - £7,571.16 (15 hours) Full time equivalent - £16,394 - £18,672 Starting rate will be dependent on qualifications and experience
HOURS OF WORK:	Contract - 9:00am – 12:00pm, Monday – Friday Additional Hours – Monthly evening meetings and events
RESPONSIBLE TO:	Parish Clerk & RFO
QUALIFICATIONS:	GCSE A-C English (Or equivalent) GCSE A-C Mathematics (Or equivalent) NVQ Business Administration (Or equivalent)
EXPERIENCE:	Working within local government. Preparing for meetings and producing minutes. Preparing accounting documents. Preparing VAT documents/returns. General office duties. Customer service.

The job description and application form may be obtained from:

Langwith Parish Council
Whaley Thorns Village Hall
Portland Road
Langwith
NG20 9EZ

or by e-mail: clerk@langwithparishcouncil.gov.uk

Completed application forms should be returned by email or post to the Parish Clerk by the closing date of **8th March 2019**.

Informal enquiries / queries may be raised with the Parish Clerk on the above email address.

Successful candidates will be contacted by **15th March 2019** to arrange an interview.