



CRIGGLESTONE PARISH COUNCIL

Web site: www.crigglestonepc.org

VACANCY

Applications are invited for the **part-time** post of Admin Support Assistant to Crigglestone Parish Council and the Village Institute Charity Committee.

The Council is seeking to appoint a suitably qualified person who will join the Clerk to the Council in the responsibility for the administration, accounting and payroll affairs of the Council and the Village Institute Charity Committee.

This post requires someone to be flexible in their approach to the requirements and fully understand how varied the work can be and how quickly the working days priorities can change, requiring them to adapt accordingly ensuring required reports are available for the Council and committee meetings.

The ability to use HMRC Basic PAYE Tools software and Excel is essential along with a working knowledge of Payroll, Pension Regulations, PAYE and VAT in a small office environment,

Previous experience in Local Government would be an advantage, but the confidence, ability and energy to learn the role whilst in post with some training opportunities and deal with the range of the Council's statutory and other activities is essential.

Hours: 12 hrs **per month** to be arranged to work alongside Clerk.

Start date: July 2018

Rate of pay: NJC spinal column fixed point 19 £10.107 per hour

Place of Work: The Village Institute, 36 High Street, Crigglestone, WF4 3EB

Crigglestone Parish Council are not part of Wakefield District Council, however the two do work closely together.

Please apply in writing with your CV giving your current and relevant experience, pertinent to the job description, which can be found at the Crigglestone Parish Council website at www.crigglestonepc.org Or email the Clerk at clerk@crigglestonepc.org

Please reply by email to: clerk@crigglestonepc.org or post to Crigglestone Parish Council, The Village Institute, 36 High Street, Crigglestone, WF4 3EB

**Closing date: Monday 18th June 2018 12 noon
Interviews to be held Thursday 28th June 2018**