



## Horsforth Town Council

### Vacancy for an Administration Assistant – Part-Time

Horsforth Town Council is looking to appoint an Administration Assistant for 18-24 hours per week to undertake the day-to-day administrative tasks of the office and to provide support to the Clerk and the Assistant/Deputy Clerk.

You will be based in the Town Council office in Horsforth. Some attendance at evening meetings may be required to help take minutes.

We are looking for somebody who is motivated, well-organised and who can work independently but who must be comfortable working in a small team.

A flexible and positive approach is required, together with relevant and appropriate experience, including general office-based skills. IT skills and a good working knowledge of Word and Excel is essential.

Salary NJC SCP 7-17 (£20,444 - £24,920) pro rata

Further details and an application form are available to download from the Town Council's website or on application to the Clerk, Horsforth Town Council, Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL

Tel: 07526 567591

Email: [clerk@horsforthtowncouncil.gov.uk](mailto:clerk@horsforthtowncouncil.gov.uk)

Website: [www.horsforthtowncouncil.gov.uk](http://www.horsforthtowncouncil.gov.uk)

**CVs WILL NOT BE ACCEPTED.**

**CLOSING DATE AND TIME: Thursday 5 May 2022 at 5pm**

**INTERVIEW DATE: Interviews to be held week commencing 16 May 2022**

If you would like an informal discussion about the post, please telephone the Clerk on the above telephone number.

**Please note the Town Council office is closed on Mondays.**

Horsforth Town Council is an Equal Opportunities Employer