



## **Sitlington Parish Council Job Vacancy - Administrative Assistant**

Sitlington Parish Council is seeking to appoint a competent and experienced Administrative Assistant to assist with the day to day tasks of the council and in support of the Clerk/Finance Officer. This is a varied and interesting role within local government requiring excellent communication skills. The candidate would need to work on their own initiative, with a positive attitude to the role and a desire to train and develop.

You will be responsible for dealing with a range of enquiries relating to all aspects of the council, face to face communication in the parish office, answering the phone and responding to post and email communication. This will require dealing with the wider community so having a good local knowledge and varied experience dealing with the public and outside agents will be very beneficial to the role.

This is a varied role where no two days are the same. The duties will include:

- Meeting preparation
- Dealing with residents/outside agent enquiries
- Cemetery administration
- Booking of hire sessions, production of invoices and handling of fees involved with Parish buildings and assets
- Allotment administration
- Supporting the Parish Clerk to whom you will be responsible to in the Parish Office for smooth running of the Parish Council.

The post is for 15 hours a week over three days (Tuesday, Wednesday and Thursday) and is based in the Parish Council Offices in Stevenson House, 139 Netherton Lane, Netherton, Wakefield. Salary is £10.44 per hour (£8,143 per year). For qualifying staff, there will be the opportunity to join the Local Government Pension Scheme and conditions are agreed nationally for the sector.

Applications close at 5.00pm on Friday 25 September 2020. Shortlisting will take place Monday 5 October with interviews in the week beginning 18 October.

In the first instance please contact the Parish Council for an Application Form and Job Description: [clerk@sitlingtonparishcouncil.gov.uk](mailto:clerk@sitlingtonparishcouncil.gov.uk); Parish Council Office, Sitlington Parish Council, 139 Netherton Lane, Netherton, Wakefield WF4 4HQ or Tel: 07771 113258. CV's will not be accepted.