

WARBOYS PARISH COUNCIL

ASSISTANT CLERK

Salary: £25,545 - £27,334 per annum pro rata

15 hours per week – 0.4 full time equivalent

The village of Warboys is expanding and the Parish Council is seeking an additional member of staff to join its team delivering services for the community. This is an exciting time for the Parish as it builds a new village hall providing modern multi-purpose space, accommodating a host of activities and includes office space for council business.

This part-time post of 15 hours per week (0.4 fte) working with the Clerk and Senior Clerk to provide administrative and financial support for the Council.

We are looking for an enthusiastic individual with good organisational skills and has an interest in working in the community. Local government knowledge or previous experience in payroll or bookkeeping is advantageous but not essential. In-work training will be provided, and the successful applicant will be granted leave and full funding to study for the Certificate in Local Government Administration.

An information pack can be found on the website. Should you wish to discuss this post informally, please contact the Clerk, m:

Email: clerk@warboysparishcouncil.co.uk

Phone: 07985 771834

Website: www.warboyspc.info

The closing date for receipt of applications is **9am 11th March 2024**

Interviews will be held week commencing 18th March 2024