

ALCESTER TOWN COUNCIL

Office Administrator

Are you a great organiser? Do you want to make a difference to the community?

We have an exciting opportunity for an Office Administrator to join our small and friendly Town Council team.

The successful candidate will have:

- 3+ years of experience in office administration
- Experience of handling financial matters such as processing payroll and invoices
- Good working knowledge of Microsoft Excel & Word
- Excellent written and verbal communication skills
- The ability to deal with members of the public in a confident and professional manner

Candidates should be self-motivated, organised, enthusiastic and have a flexible approach.

Duties will include:

- Office administration
- Management of Council facilities
- Dealing with enquiries from the public
- Authorisation and payment of invoices
- Minute taking
- Preparing reports as required
- General administrative support as required

Successful candidates should be willing to be involved in and support all areas of the Town Council's operations with a view to career development within the organisation.

Experience in local government would be an advantage but not essential as full training will be provided.

This is a permanent position and is office based.

Full time – Monday to Friday (37.5 hours a week)

Salary - £22,627 per annum (£11.76 per hour)

National Joint Council SCP 13 (national pay scales - review pending)

Location - Alcester, Warwickshire.

For further details contact clerk@alcester-tc.gov.uk for a job description and application form. All applications to be received by 5 pm on Friday 22nd October 2021.