



KNOWSLEY TOWN COUNCIL

POST OF ADMINISTRATION OFFICER

Scale: LC1 scp 8-11

Salary: £25,992 - £27,269 (pro rata)

Hours: 18 per week (flexible)

Knowsley Town Council has a vacancy for a Part-Time Administration Officer.

THE ROLE

The primary purpose of the role is to provide support to the Clerk of the Council / Responsible Financial Officer in the efficient administration of the Town Council.

Specifically, the post holder will undertake specific administrative and financial responsibilities as indicated or requested by the Clerk of the Council / RFO and to offer a positive and welcoming service to the community, providing Elected Members of the Town Council, groups and individuals with assistance, support and information.

Applicants must have current clean driving licence and own transport.

The post is subject to receipt of satisfactory references and confirmation of appointment is subject satisfactory completion of a six-month probationary period.

HOW TO APPLY

Applicants must refer to the job description and person specification which gives further details of the role and the personal skills, attributes and qualifications required of the post holder.

Completed application forms, marked 'Private and Confidential -Job Application' must be returned to:

Jane Thomas,
Clerk of the Council
Knowsley Town Council
Bob Whiley Community Centre
Shop Road
Knowsley Village
Merseyside
L34 0HD

Alternatively, applications can be emailed to: jane.thomas@knowsley.gov.uk

CV's will not be accepted.

CLOSING DATE: FRIDAY 20TH DECEMBER 2024 (12 NOON)

For more information, please contact:0151 548 4545

