



ECCLESFIELD PARISH COUNCIL

Serving your Community Since 1894

Council Offices, Mortomley Lane, High Green, Sheffield S35 3HS

Telephone: (0114) 2845095

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Visit our Website: www.ecclesfield-pc.gov.uk

Ecclesfield Parish Council Vacancy **Part-time (16 - 20 hours) and temporary** **Administrative/Financial Assistant**

Ecclesfield Parish Council is seeking to appoint a competent and ideally experienced part-time and temporary Administrative/Financial Assistant to assist with the day-to-day tasks of the Council and in support of the Clerk, Administrative Officer, and wider Council. This is a varied and interesting role with local government that requires good communication, financial and IT skills, and a strong attention to detail, with opportunities for training.

The post is temporary until the end of April 2022 (with the potential to be extended) and for approximately 16 to 20 hours a week (precise hours to be agreed with the successful applicant).

The Scale is 5 based upon the National Joint Council for Local Authority Services Terms and Conditions. This equates to £10.04 an hour.

The closing date for applications is Monday 27th September 2021. Interviews will be held on Monday 11th October 2021 from 11am onwards. The successful applicant will be notified by email or telephone after the interviews have been completed.

Please email admin@ecclesfield-pc.gov.uk for the application pack or ring 0114 2845095 between 9am - 12noon Monday – Friday.

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