



ADMINISTRATION OFFICER

Closing date for applications is Friday 24th September 2021

Contract type:	Permanent
Working Hours:	Monday to Friday – 4 hours per day, 20 hours per week Extra hours may be required dependant on business needs including evening, bank holiday & weekend work
Advert start date:	10 th September 2021
Salary:	SCP3 - £9.62/hour (£18562 per annum pro-rata)

Brief outline of duties

Based in the Town Council office at Billingham Library & Customer Service Centre, under the supervision of the Deputy Town Clerk. To carry out a varied range of duties in relation to the Council's transactions and activities and to assist in complying with the Council's statutory requirements to maintain proper accounting records and systems. Providing general all round clerical support, with computer typing assistance on a varied programme of services and activities.

If you are interested in this post, please email vicky.lloyd@billinghamtowncouncil.co.uk or visit our website www.billinghamtowncouncil.co.uk for the job description, person specification and application form.

If you have any questions, please contact Miss Vicky Lloyd, Deputy Town Clerk on 01642 551171 or at the email address above.