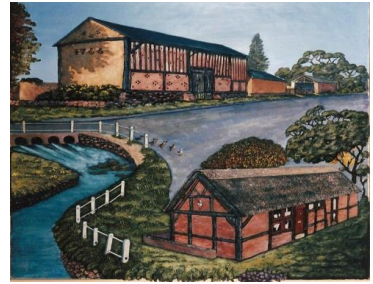


# COSBY PARISH COUNCIL

CLERK: Mr Les Phillimore  
76 Springwell Lane  
Whetstone  
Leicestershire  
LE8 6LT



Telephone: 07802 303936  
[clerk@cosbyparishcouncil.org.uk](mailto:clerk@cosbyparishcouncil.org.uk)

## Vacancy

### Administration Assistant

**10 hours per week (flexible) plus up to 5 hours additional**

**Salary: Local Government Pay LC Scale 1 to 5 –£17,364 to £18.795 (pro rata)**

**Closing date midday 8<sup>th</sup> April 2019 – Interviews estimated for 15<sup>th</sup> April 2019**

Cosby Parish Council is seeking to recruit an energetic and community focused part-time Administration Assistant for the council.

Cosby Parish Council is a pro-active, forward thinking council, providing excellent facilities to the community and prides itself on engaging with residents and understanding their needs.

Initially working from home, applicants must be highly motivated, well organized and able to work independently and prepared to contribute fully to the success of the Parish Council by providing high-quality and efficient administrative support to the Clerk and the Parish Council.

Applicants must have a good standard of education (minimally 5 GCSEs or equivalent) previous experience in administration, excellent written and verbal communication skills together with a working knowledge of IT (Microsoft Office and other software packages) and ideally have experience of working with and updating websites although full training will be provided.

Applicants will need to have a flexible approach to work, including working unsupervised and being available to attend evening meetings.

Previous experience in Local Government is desirable but not essential.

#### **How to apply**

Please email your CV and a letter of application, including names and contact details of two recent referees to: -

Les Phillimore - Clerk to Cosby Parish Council

[clerk@cosbyparishcouncil.org.uk](mailto:clerk@cosbyparishcouncil.org.uk)

For an informal discussion, please telephone the Clerk on 07802 303936

# **COSBY PARISH COUNCIL**

## **Administrative Assistant.**

Flexible working arrangements, initially working from home.

10 hours per week, with up to 5 additional hours as required by the Clerk plus holiday cover.

Salary: Local Government Pay LC Scale 1 to 5 –£17,364 to £18,795 (pro rata)

### **Overall responsibility**

To assist and support the Clerk / Responsible Financial Officer (RFO) in carrying out duties in respect of the effective and efficient running of the administrative business of Cosby Parish Council – Full training will be provided.

### **Specific Duties**

1. To assist the Clerk/RFO in ensuring that statutory and other provisions governing or affecting the running of the Council are observed
2. To attend Council meetings and Working Group meetings as required to record minutes and recommendations and circulate to the Clerk, Members and third parties
3. To prepare agendas, reports and papers for distribution as required by the Clerk
4. To upload agendas, minutes and reports to the website
5. To update parish notice boards with meeting agendas and other relevant information
6. To monitor and update the Council's website and social media accounts as required by the Clerk
7. To assist the Clerk with establishing and maintaining a regular Parish Council newsletter
8. To attend any site meetings with the Clerk, record attendance and make necessary reports for members
9. To act as the representative of the Council in the absence of the Clerk
10. To assist the Clerk/RFO in the maintenance of proper financial records, the preparation of the annual budget and precept proposals for consideration by the Council
11. To assist the Clerk in seeking grants and S106 funding for projects
12. To assist the Clerk with regular playground inspections
13. To assist the Clerk in meeting with the public regarding community interests, cemetery plot allocation, liaising with funeral directors, keeping accurate burial records and updating the cemetery map
14. To attend relevant training courses and work towards obtaining CiLCA (Certificate in Local Council Administration)