



# Langwith Parish Council

Whaley Thorns & Langwith Village Hall, Portland Road, Langwith, Mansfield, NG20 9EZ  
Telephone: 01623 746498, [www.langwithparishcouncil.gov.uk](http://www.langwithparishcouncil.gov.uk)

## **Employment Vacancy**

### **POST DETAIL**

<b>TITLE:</b>	Administration Assistant
<b>POST NO:</b>	LPC-AD-002
<b>SALARY RATES:</b>	Hourly rate - £9.00 - £9.94 Pro rata - £7,038.90 - £7,774.07 (15 hours) Full time equivalent - £17,364 - £19,171 Starting rate will be dependent on qualifications and experience
<b>HOURS OF WORK:</b>	Contract - 9:00am – 12:00pm, Monday – Friday Additional Hours – Evening meetings and weekend events
<b>RESPONSIBLE TO:</b>	Parish Clerk & RFO
<b>QUALIFICATIONS:</b>	GCSE A-C English (Or equivalent) GCSE A-C Mathematics (Or equivalent) NVQ Business Administration (Or equivalent) Driving licence (and access to own vehicle)
<b>EXPERIENCE:</b>	Working within local government – Desirable. Preparing for meetings and producing minutes – Essential. Preparing accounting documents – Desirable. Preparing VAT documents/returns – Desirable. General office duties – Essential. Computer use experience – Essential. IT/Website experience – Desirable. Customer service – Desirable.

The job description and application form may be obtained from:

Langwith Parish Council  
Whaley Thorns Village Hall  
Portland Road  
Langwith  
NG20 9EZ

or by e-mail: [clerk@langwithparishcouncil.gov.uk](mailto:clerk@langwithparishcouncil.gov.uk)

Completed application forms should be returned by email or post to the Parish Clerk by the closing date of **8<sup>th</sup> October 2021**.

Informal enquiries / queries may be raised with the Parish Clerk on the above email address.

It will not be possible to contact all applicants however successful candidates will be contacted by **15<sup>th</sup> October 2021** to arrange an interview.

**POST TITLE:** Administration Assistant  
**REVISED:** May 2019