

FILTON TOWN COUNCIL

ADMINISTRATOR

Hours: Negotiable between 30 & 37 hours per week (would consider job share). Flexible to cover occasional evening meetings.

Salary: £17,681-£18,672, pro rata for part time.

Contract: Permanent

Location: Elm Park, Filton.

An exciting opportunity has arisen for an Administrator to work in a wide ranging and varied role supporting council meetings, finances and human resources.

The successful candidate will have 5 GCSE's (including English and Maths) or NVQ Level 2, or equivalent. Good communication, customer service and numeracy skills are a must, as is the ability to work independently and as part of a team. Applicants should have demonstrable IT skills, able to write minutes, work with spreadsheets and update the website (training will be provided). Experience of working in a similar office environment is desirable.

Filton Town Council has a small council office team, leisure centre and bar. The role comes with a generous holiday entitlement, local government pension and support for training and development.

Further information on the work of the Town Council, a job description and application form can be obtained from the Town Council office or via our website –

www.filtontowncouncil.gov.uk

The closing date for applications is 16 September 2018

Selection date 20 September 2018