

Little Chalfont Parish Council
Part Time Assistant Clerk 20hrs Actual Salary £12,500 - £14,000
(Depending on experience)

Skilled, flexible, experienced, customer focused administrator required for busy office. Duties include: facilities bookings; invoicing; committee administration; tendering; monitoring of contracts; procurement of goods/services; implementation of risk management/health and safety policies and procedures. 5 GCSE's including English and Maths or equivalent also accuracy is required. Should be interested in local matters. Some evening work will be required.

Contact: E-mail clerk2@littlechalfont-pc.gov.uk or website www.littlechalfont-pc.gov.uk.

Closing date: 8th November 2021.