

# FILTON TOWN COUNCIL

## ADMINISTRATOR

**Hours:** Between 30 & 37 hours per week (dependent on successful candidate) including 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](http://www.filtontowncouncil.gov.uk)**

*The closing date for applications is 09<sup>th</sup> August 2018*

*Selection date 14<sup>th</sup> August 2018*