

JOB VACANCY

SENIOR ADMINISTRATOR

(25 hrs pw, with potential for future
expansion to full time)

**Salary range £29,636 - £31,371 per annum
(Pro rata £21,168 - £22,407)**

Halewood Town Council is committed to providing a responsive quality service to the residents of Halewood and currently has a vacancy for a Senior Administrator working 25 hrs per week.

The primary purpose of the post is, at all times, working as part of the Town Council staff team, to be a representative of the Town Council: to the community, its stakeholders and partners, providing cost effective, high quality services and amenities which reflects the interest and expectations of the community, in accordance with the wishes and powers of the Town Council.

Specifically, the post holder works with and supports the Town Manager in the roles of Proper Officer and Responsible Financial Officer, is responsible for carrying out specific administrative, financial and other responsibilities as indicated in the Job Description.

Further details regarding this post, can be obtained from:

The Town Manager
Halewood Town Council
The Arncliffe Sports & Community Centre
Arncliffe Road
Halewood L25 9PA

Telephone: 0151 443 2063.

By email to: george.mackenzie@halewoodtowncouncil.gov.uk

Or at our website www.halewoodtowncouncil.gov.uk

Closing date for applications is Friday 15th March 2019.