



Eastwood Town Council
120c Nottingham Road
Eastwood
Nottingham.
NG16 3NP

townclerk@eastwoodtowncouncil.org.uk

www.eastwoodtowncouncil.org.uk

Telephone 01773 719384

**Part-time Employment opportunity:-
Financial & General Assistant to Eastwood Town Council
Based at Town Council Offices in Eastwood NG16 3NP**

The Financial/General Assistant to Eastwood Town Council will assist the Town Clerk with financial management and general office duties within a part-time role, based at the Town Council Offices in Eastwood. 12 hours per week covering a Monday, Friday and any annual leave. NALC Scale SPC 19 £13.48 p.h. Training available. Permanent position subject to three months successful probationary period.

Highly motivated applicant required, good IT skills (Word, Excel, Office), willing to attend some Council meetings as and when required. Training opportunities available. Full job description available from the Town Council Website www.eastwoodtowncouncil.org.uk

Please send your CV and supporting letter detailing experience and qualifications, along with details of two referees, marked Private & Confidential to:-

Town Clerk
Eastwood Town Council
120C Nottingham Road
Eastwood
Nottingham NG16 3NP
01773 719384
townclerk@eastwoodtowncouncil.org.uk
www.eastwoodtowncouncil.org.uk

Closing date for applications 9.00 a.m. on Monday 8th August 2022