



CHEPSTOW TOWN COUNCIL

Historic Chepstow: *The Way to Wales and the Wye Valley*

See The Chepstow Web Site at www.chepstow.co.uk

e-mail: lucyallen@chepstow.co.uk

PART-TIME ADMINISTRATIVE OFFICER

Salary Scale Point 5 – FTE £19,312 (£10.04 per hour) pro rata 20 hours per week
worked over 5 days 9am – 1pm

Applications are invited from experienced and skilled administrators for this key part-time post assisting the Town Clerk in the administrative operation of the Town Council's office.

You will need good time management and communication skills and the ability to prioritise tasks, fast and accurate keyboard skills with good attention to detail, a basic understanding of financial record keeping, methodical and thorough approach to work and an interest in serving the local community of Chepstow.

This is a varied role with no two days being the same.

You will be required to undertake general office administration including answering the telephone, responding to queries and requests for information from members of the public via email or in person, co-ordinate other administrative duties i.e. sending out information and agendas, photocopying, stationery ordering and any other duties as requested by the Town Clerk.

The post offers the opportunity for career development and the ability to join the Local Government Pension Scheme.

Application forms and details of the post are available via the Town Council's website at www.chepstow.co.uk or from the Town Clerk, Chepstow Town Council, The Gatehouse, High Street, Chepstow NP16 5LH.

E-mail: lucyallen@chepstow.co.uk or telephone 01291 626370 for an informal discussion.

Closing date for applications: Friday, 17th December 2021 at 12pm

Interviews will be week commencing 3rd January 2022

