

Godmanchester Town Council

Town Clerk
Vicky Pryce

e: townclerk@gmccouncil.com



Town Hall
1 Post Street
Godmanchester
PE29 2NB
t: 01480 388870
www.gmccouncil.com

STAFF VACANCY

Administration Officer

(SCP 9-14)

£20,903 - £23,080 p/a (pro-rata)

15 HOURS PER WEEK

Godmanchester Town Council are a forward-thinking Council at the centre of a thriving community.

Godmanchester Town Council are inviting applications for this varied and responsible role in the running of the Clerk's office.

The position will involve you in all aspects of supporting the Town Clerk in her duties. The successful candidate will have experience of office systems, be used to researching and gathering information and be capable of using their own initiative.

The post is 15 hours per week and will include occasional attendance at evening meetings.

To apply for this role, please contact the Town Clerk by email: townclerk@gmccouncil.com. Closing date 23rd August 2021.