

VACANCY

ADMINISTRATION AND FINANCE OFFICER

Applications are invited for the post of Administration and Finance Officer.

This is a part-time position

Salary: £10.50 per hour

The position is based at our offices at Norfolk County Council

The administration aspect will involve working in a small team, initially dealing with email and telephone queries and supporting colleagues setting up events, training sessions and meetings.

This finance part of the role involves some use of the council's financial ledger and working with the County Officer in producing financial reports

The post is offered on a part time basis, ideally working a number of hours each day.

Additional hours might be available from time to time by mutual agreement.

Details are available on our website: <http://www.norfolcalc.gov.uk/>

Contact: Norfolk Association of Local Councils, Rooms 57/58, County Hall, Martineau Lane, Norwich, NR1 2UF.

Phone: 01603 638495

Email: countyofficer@norfolcalc.gov.uk

Please speak with Russell Reeve or Helen Carrier if you would like an informal chat about this position.

Deadline for applications 5pm, 3 April

Interviews: 10 April