

Blackwater & Hawley Town Council

Hawley Leisure Centre, Hawley Road, GU17 9BW

Tel: 01276 33050

enquiries@blackwaterandhawleytowncouncil.gov.uk



FINANCE & ADMINISTRATIVE ASSISTANT

(part-time 22.5 hours/week)

Do you enjoy working with the community?

Blackwater & Hawley Town Council is looking to fill a part-time, Finance & Administrative Assistant position to work closely with the Town Clerk and the other team members.

Based at Hawley Leisure Centre, this 22.5 hours per week, the post holder will be required to work Tuesday to Thursday 8.30am – 5pm. There will be an expectation for the successful applicant to attend some evening meetings which are generally held on a Monday evening and there may be occasional weekend work eg supporting community events.

Strong administrative and IT skills and an interest in working with the community are key to this role. The successful applicant will need to demonstrate professional and personal skills to support the Council in further developing and delivering its planned programme of improvements.

For further information or an application pack please contact Jo Shaw, Town Clerk at Blackwater and Hawley Town Council, detailed above.

Note : CV's will not be accepted for this position.

Closing date: Friday 12th August 2022 (12 noon)

Interviews from w/c 25th August 2022

