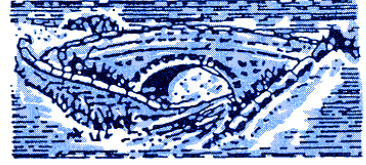


MECHANICS INSTITUTE, MARKET STREET, WHALEY BRIDGE, HIGH PEAK, SK23 7AA  
TOWN CLERK: MR K BRADSHAW CILCA MILCM  
TELEPHONE: 01663 733068  
E-MAIL: [towncouncil@whaleybridge.com](mailto:towncouncil@whaleybridge.com)  
COMMUNITY WEBSITE: [www.whaleybridge.com](http://www.whaleybridge.com)



WHALEY BRIDGE  
TOWN COUNCIL

### **Administrator required**

**Hours:** Core hours 15 hours per week – 9.00am to 12 Noon, Monday to Friday plus occasional evenings.

With flexibility to modify these to meet needs of the job and job holder

A competitive salary will be offered

Whaley Bridge Town Council is looking to appoint an Administrator to initially manage the bookings, calendars, invoicing, payments and banking for The Mechanics Institute and Whaley Bridge Sports Association. As the position develops the successful applicant will work with the Town Clerk to install and manage proprietary programs.

Specific duties will include liaising with the Charity Commission and Football Foundation completing annual returns and required surveys.

The ideal candidate will be familiar with Microsoft office software including Word and Excel to at least intermediate level and accounting programs such as SAGE and possess excellent interpersonal skills.

It is anticipated that the successful candidate will be willing to develop in the post in the coming years and to study for a relevant qualification with the potential for them to become Town Clerk as and when the (current) incumbent retires.

Whaley Bridge Town Council is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children. Any offer of Employment will be subject to receipt of a satisfactory DBS Disclosure Form.

Application forms are available from the Town Council

**Closing date:** Friday 9<sup>th</sup> March 2018

**Interviews:** Thursday 15<sup>th</sup> March 2018

Whaley Bridge Town Council, The Mechanics Institute, 27 Market Street, Whaley Bridge,  
SK23 7AA

Tel: 01663 733068 - email: [towncouncil@whaleybridge.com](mailto:towncouncil@whaleybridge.com)

---