



BOTTISHAM PARISH COUNCIL

VACANCY

TEMPORARY DATA ENTRY & ADMIN ASSISTANT

Bottisham Parish Council are seeking a proactive, detail orientated & motivated individual to support the Parish Council in a one-off project.

This is a 3-month temporary position commencing early November 2024.

Your main role would be to capture key information from cemetery paper-based records and input into the Parish Council cemetery document management system along with scanning accompanying photographs.

You will also be required to review and verify all data for completeness and correctness. There may be other basic administration tasks required commensurate and appropriate to the role.

Proficiency with computers and accurate keyboard skills essential and attention to detail is key.

The hours are approximately 3 hours a week managed flexibly between 09:00 – 17:00

The salary is £12.63 per hour (based on NALC national salary scales 7-12)

Please send a CV by email to Parish Clerk:

clerk@bottisham-pc.gov.uk

Closing date for applications 15th October 2024

If you respond to this advertisement and you do not hear back from us within 3 working days post-closing date then you will unfortunately have been unsuccessful on this occasion.

The parish council is an equal opportunity employer.

