

# Administration Manager

Location: Litchborough, Northamptonshire  
Hours: 20 hours a week (flexible, occasional evening/weekend meetings)  
Salary: £10.89/hour (£11,336 pa)  
Term: Permanent

The Northamptonshire County Association of Local Councils (Northants CALC) provides member services to parish and town councils in Northamptonshire. We have an immediate vacancy for someone to join our small, busy team providing finance and administration support. This is a good opportunity to work as part of a dedicated and vocational team.

You should:

- Be a meticulous organiser who pays great attention to detail
- Be used to using Sage accounting software (or equivalent)
- Have experience in office management/administration
- Have excellent spoken and written communication skills
- Be able to demonstrate organisation, planning and time management skills
- Possess excellent IT skills and have the ability to write clear reports and keep accurate records

You will be responsible for the day to day administration of the Association's finances and will compile financial management reports for the Chief Executive. You will manage the Association's premises in Litchborough, provide administrative support to staff and act as the front line of customer support.

We would be particularly interested in your application if you can show that you have an understanding of the local government sector although this is not necessary and training and ongoing support will be provided.

The post will be based in the Litchborough office on a quiet, rural business park and will involve occasional evening/weekend meetings. Reasonable requests for flexible working will be considered.

For an informal discussion of this post, please contact: Danny Moody, Chief Executive, on 01327 831482.

Closing date for applications: **5pm, Monday 30 April 2018**  
Interviews will be held on: Thursday 10 May 2018

Application details: For an application pack please contact:

Danny Moody  
Chief Executive  
Northants CALC  
6, Litchborough Business Park  
Northampton Road  
Litchborough  
Northamptonshire  
NN12 8JB

e-mail: [dmoody@northantscalc.com](mailto:dmoody@northantscalc.com)  
web: [www.northantscalc.com](http://www.northantscalc.com)

We positively welcome applications from all parts of the community. The successful applicant will be selected solely on their ability to carry out the duties of the post.