

## **EAST GOSCOTE PARISH COUNCIL OFFICE ASSISTANT (PART TIME)**

East Goscote Parish Council is looking to recruit an office assistant to help the Clerk handle its administrative and financial affairs. You will work from the Council Offices/Village Hall but may need to be available to attend occasional evening meetings of the Council throughout the year. This job will involve on average about 36 hours per month (Flexible, at the discretion of the Clerk)

You will need good written and verbal communication skills along with administrative, book keeping and office IT abilities.

For further details and an application form contact  
Liz Pizer, Clerk to the Council,  
East Goscote Parish Council  
The Village Hall,  
Long Furrow  
East Goscote,  
Leicester LE7 3ZL

Telephone 0116 2602202 or email  
[Clerk@eastgoscotepc.org.uk](mailto:Clerk@eastgoscotepc.org.uk)

**The closing date for applications is  
Friday 21st August 2020.**

**East Goscote Parish Council is an Equal Opportunity  
Employer and welcomes applications from all sections of the  
community.**