

Michael District Commissioners

Barrantee Skylley Maayl

CLERK AND DEPUTY CLERK

Michael District Commissioners have a vacancy for the positions of Clerk and Deputy Clerk. One of these positions will ideally undertake the role of Responsible Finance Officer.

These posts are part-time and salaried. There will be a total of 18 hours a week which will be split between the two post holders depending on the availability of the successful applicants.

Due to the varied nature of the work involved, the applicants will need to be able to work flexible hours including occasional evenings.

Applicants should ideally have a good knowledge of Michael District and have an interest in local affairs.

Technical skills and experience required include:-

- Knowledge of standard office computing systems
- Working knowledge of accounts and book-keeping
- Good office organisation skills
- Some knowledge of how Local Authorities or similar organisations operate

Desirable attributes include:-

- Self motivation
- Excellent communication skills
- Problem solving “can do” attitude
- Ability to work under pressure and to deadlines
- Ability to work within a team
- Sense of humour

Closing date for applications is 29th July 2022

Send in your CV and a covering letter only – no agencies

For further information and job description please contact Temporary Assistant Clerk, Phil Gawne, Lamode, Ballakillowey Road, Rushen, IM9 4BP. Phone 834501 or Email – clerk@arbrus.gov.im