

**14      FINANCE DEPARTMENT - ESTABLISHMENT OF PART TIME CLERICAL ASSISTANT POST (SALES LEDGER TEAM) (AN49-2002)**

The Director of Finance has reviewed the staffing requirements of the Sales Ledger Team. Due to the increase in work in this section, the Director of Finance and Director of Personnel and Management Services request that the Committee approve the establishment of a part time Clerical Assistant post (20 hours), GS1/3 (£9,680-£13,664).

The costs, including employer's costs, amount to £8,805 in a full financial year and will be met from the existing departmental revenue budget.