

AGENDA ITEM NO: 4(b)

DEPARTMENT OF FINANCE

CONTINUED APPLICATION

NORTH LANARKSHIRE COUNCIL
VACANCY CONTROL SUB - COMMITTEE
APPLICATION FOR CONSENT TO FILL VACANCY

Post:	CLERICAL ASSISTANT
Department:	FINANCE - REVENUE DIVISION
Section:	EXPENDITURE SECTION - CREDITORS
Location:	166 PARK ST MOTHERWELL
Grade and Current Salary:	GS1/2 £8,652 - £11,685
Number of Posts in Team: (where appropriate)	13
Specify how vacancy arose:	PREVIOUS POST HOLDER PROMOTED TO PAYROLL POST
Date Vacancy occurred:	28 JUNE 1999
<u>Brief Outline of Job:</u>	TO ASSIST IN THE PREPARATION AND PROCESSING OF COUNCIL INVOICES UTILISING AN ON-LINE CREDITORS SYSTEM

NORTH LANARKSHIRE COUNCIL

Specify possible alternatives to immediate filling of vacancy (eg. redeployment of work due to changed work patterns, temporary upgrading etc)

NONE

What are the consequences if this post is not filled?

DELAY IN PROCESSING AND PAYING COUNCIL'S CREDITORS

Reasons for this particular exemption

TO AVOID RISK OF LATE PAYMENT OF INVOICES

Confirmation that post is part of approved establishment

YES/NO

Confirmation that post is not affected by budget decisions to freeze certain posts

YES/NO

Signature
Head of Department)



Date: 9 AUGUST 1999

For Administration Department use:

Date of Vacancy Control Sub-Committee

/ /

Decision

Approve /

Not Approve /

Continue

Signed:

Date: