

Whitchurch-on-Thames Parish Council



Parish Clerk vacancy

The Parish Council seeks to employ a home-based, part-time parish clerk, working a minimum of 6 hours per week. The successful applicant will have to organise monthly parish council meetings, support parish councillors, maintain accounts and manage the village hall. A full list of responsibilities is available on request.

The applicant must have excellent administration, IT and communication skills.

Salary will be in the region of £9.81 - 10.95 per hour (SCP 18-22), although applications will be considered outside this range depending upon suitability for the role.

Please email your CV and a covering letter to the Chair, Cllr. Jim Donahue,
cldrdonahue.whitchurchonthames@gmail.com.

The closing date for applications is **Wednesday 31st October 2018**. Interviews will be held in early November.