



Whitchurch-on-Thames Parish Council

SUB-TITLE

Parish Council Clerk Vacancy

Location: Primarily working from home apart from monthly Parish Council meetings and occasional meetings in the village

Hours: 35 hours/ month – average of 1 day a week

Target Salary Scale: £16.89 – 19.47 per hour (SCP 18-25) – may have some flexibility depending upon existing experience.

Detail

The Parish Council is seeking a primarily home-based, part-time parish clerk, working an average of 8 hours per week, or 35 hours a month. The successful applicant will be responsible for organising monthly parish council meetings, maintaining accounts, supporting parish councillors and managing the village maintenance contractor. The clerk is also a key point of contact for residents to raise questions or local concerns, some of which can be sensitive in nature. A full list of responsibilities is available on request.

Qualities

The ideal candidate would be a resident of the local area with general finance and administrative skills interested in getting involved in the community. As mentioned above, the clerk will need to be able to handle personal and sometimes sensitive issues and be able to gain the trust of residents of the village as well as members of the Parish Council. Prior experience as a clerk is preferred but not mandatory as training is available for the role.

How to apply – Please send a covering letter highlighting your relevant experience to Cllr Jim Donahue at cllrdonahue.whitchurchonthames@gmail.com or call 07557668601. A CV would be helpful but is not mandatory.

Deadline for applications. 30th October 2026

Interview date Target 2-5th November