

Name of Council	Greatworth and Halse Parish Council
Job Title	Parish Clerk
Vacancy Statement	Greatworth and Halse Parish Council has a vacancy for a parish clerk and responsible finance officer.
Requirements	<p>Applications are invited from suitably qualified and experienced persons, although training will be offered and enthusiasm to learn will be seen as an alternative to formal qualifications. The parish clerk will be responsible for the administration of the business and finances of the council.</p> <p>The post includes some evening work and occasional attendance at civic functions. The successful applicant would be expected to have, or be prepared to obtain, CiLCA (Certificate in Local Council Administration). He or she must be computer literate, with good communication skills. Friendly and positive outlooks are essential.</p>
Salary	Salary scale LC2, SCP 18 – 23, £24,982 - £27,741 pro rata (£12.98 - £14.42 per hour)
Hours	43½ hours per month.
Place of work	Work from home.
Please apply in writing to:-	
Contact	Simon Bingham
Position	Chairman, Greatworth and Halse Parish Council cllr.bingham@greatworthparishcouncil.co.uk
Address	27 Peveril Road, Greatworth, Banbury, Oxon, OX17 2DN
Telephone	07860347592
Closing date for applications:	1 October 2021