

Tackley Parish Council

Require a new Parish Clerk and Responsible Financial Officer
To take office on 1 February 2018.

This is a varied and interesting position at the heart of village life. It requires approximately 10 hours a week and can be worked from home basically to the holder's own timetable. The essential fixed commitment is to one formal parish council meeting and one informal surgery per month. The Clerk's responsibilities as set out by statute, and the routine requirements of the elected members are described in a Job Description that is available from the current Clerk, Julie Farren.

Applicants should have good communication skills. Knowledge and experience of accounting, secretarial work and computing skills is also required. Experience with Macintosh computers would be an added advantage but full training will be given.

Payment is in line with the relevant national salary agreement.

**For a Job Description please apply to the Clerk at
tackleyparishclerk@gmail.com**

Your C.V. and a covering letter should be sent to the chairman, June Collier at -

55 Nethercote Road, Tackley
or by email to junecollier@btinternet.com

before 31 December 2017.