

JOB ADVERTISEMENT – CLERK TO RADLEY PARISH COUNCIL

Radley Parish Council

Vacancy for Clerk to the Parish Council/Responsible Financial Officer

This is an interesting and responsible part-time position available from 1 April 2010. The salary is on Scale LC2 26 – 29 (pro rata), (2009/2010 salary scale £22,221 - £24,646 pro rata) at a point commensurate with qualifications and experience. In addition, a working from home allowance is payable. The hours, 15 per week, are generally flexible except for the meetings of the Council. Applicants must be computer literate and have access to the internet, have knowledge of book-keeping and accounting and be familiar with minute taking. Training is available.

The job description, person specification and working arrangements for the Council are on the Radley Village website www.radleyvillage.org.uk.

Please email a CV, covering letter and the names of two referees to the Parish Clerk at clerk@radleyvillage.org.uk.

Closing date: 22 January 2010