

# **Bletchingdon Parish Council**

## **Parish Clerk and Responsible Financial Officer**

Bletchingdon Parish Council invites applications for the position of Parish Clerk/Responsible Financial Officer.

The Clerk is responsible for administration and finance, including preparation of agendas and minutes, book-keeping, preparing and maintaining budgets, and liaising with local organisations. The monthly Council meeting is held in the evening on the last Wednesday of each month. Occasionally additional meetings may be held if circumstances dictate. The role is expected to occupy about 10 hours per week/40 hours per month, working mainly from the Parish Office in the Village Hall

Candidates will have experience using email for communication, and MS Excel and MS Word for general documentation, for which a laptop computer with MS Office installed will be provided. They will be self-motivated and organised, and able to work to deadlines. Previous relevant experience would be an advantage, but not necessary as training can be made available.

The position is salaried in the range £15.84 to £17.29 per hour depending on experience, paid quarterly. For more details of the job, please contact the current Clerk: Fiona Mason on 01869 351967 or email [clerk@bletchingdon-pc.org.uk](mailto:clerk@bletchingdon-pc.org.uk).

Applications by email please, to the Chairman, Cllr. Dan Robins [dan.robins@bletchingdon-pc.org.uk](mailto:dan.robins@bletchingdon-pc.org.uk).

Interviews will be held in May 2025 and the successful applicant will be notified prior to the Council meeting on 28<sup>th</sup> May 2025. It is expected that the successful candidate will commence in role from the beginning of June 2025, and that a transitional period, working with the retiring Clerk, is likely for 1 month to ensure a seamless handover.