

Shrivenham Parish Council

Shrivenham Parish Council has a vacancy for a part-time Assistant to the Parish Clerk to work for a maximum of six hours a week on Tuesday and/or Thursday afternoons. The main responsibility will be to maintain the accounts of the Council and the Viscountess Barrington's Trust, including audit and VAT duties, plus payment of staff salaries and the associated PAYE procedures. Experience in these areas will be an advantage, although training will be provided. Other administrative duties may be allocated on appointment. The salary will be in the region of £7.20 per hour.

Further details and an application form can be obtained from the Parish Council's office on 01793 782925 or shrivenhampc@freeuk.com or by application to the Memorial Hall.