**NORTH HINKSEY PARISH COUNCIL**

**Job Application Form**

**Brief Details about the Post (for full details see Job Description on NHPC website)**

**Post: Full-time Clerk and Responsible Financial Officer (37 hours per week)  
Location:** North Hinksey Parish Council (<https://northhinksey-pc.gov.uk/>)

Parish Office at: First Floor, 5 Church Way, Botley, Oxford, OX2 9TH  
**Remuneration:** Based on skills and experience, falling within NJC pay scales 21 to 28

(£26,511 to £32,234 per year). Potential to progress to higher pay scales in post.

**Start date:** 31st August 2021 or as soon as possible thereafter

**Contact:** To discuss the role further, you can contact Cllr Caroline Potter (Chair of NHPC):

[cllr.caroline.potter@gmail.com](mailto:cllr.caroline.potter@gmail.com)

**To apply:** Complete the form below and attach your current CV, showing how you meet the

required skills, experience and qualifications as outlined in the Job Description.

Email your completed application form and CV to Cllr Potter at the above address.

**Deadline for receipt of applications is 5pm on Monday 9th August.**

**Your Personal Details**

**Name:**

**Address:  
  
Home Phone Number :**

**Mobile Phone Number :**

**E-mail Address:**

**References**

Please give contact details of 2 people that North Hinksey Parish Council can contact (one of whom should be a current or most recent employer) to provide you with a reference.

**Reference 1**

**Reference 2**

**Motivation**

Please state why you are applying for the Clerk and Responsible Financial Officer (RFO) position.

**Experience**Having read the attached Job Description, briefly indicate any relevant skills, qualifications and experience that you would bring to the Clerk / RFO position.

**Training**The Council can arrange further training for the successful applicant should it be required (e.g. use of a specific financial software package). Please indicate any particular training that you would request if offered the Clerk / RFO position.

**Time commitment**

The combined Clerk and RFO position for North Hinksey Parish Council is being offered as a full-time role of 37 hours per week, inclusive of time to attend all full Council and Committee meetings (dates set in advance, mostly on Thursday evenings at 7pm or later). We will also consider part-time job share (e.g. separate Clerk and RFO roles) for suitably qualified candidates. Please state if you are applying for the full-time role and/or if you would like to be considered for a part-time job share.

**Interview availability**

We aim to hold interviews for short-listed candidates in August. Please state any dates on which you would be unavailable for interview.

**Signed: Date:**