

JOB DESCRIPTION

Parish Council General Manager

East Horsley Parish Council

The General Manager is responsible for the effective running of the Parish Council, including the statutory responsibilities of the Parish Clerk and Responsible Financial Officer (RFO).

Employer	East Horsley Parish Council East Horsley Parish Council is a vibrant and community-focused parish council serving the village of East Horsley in Surrey, with a population of 4,300. Precept (i.e. Council Tax) income for the current financial year is £175,000. Currently there are 11 parish councillors, but the maximum allowed is 12.
Location	Parish Council Office, Kingston Avenue, East Horsley, KT24 6QT (adjacent to the village hall)
Hours	Part-time, ideally 21 hours per week, although this is negotiable. Core office hours are weekdays between 9am and 3pm, or as otherwise agreed. The General Manager will normally work from the parish office three days per week, with some home working possible. Attendance at one evening meeting per month is required for 10 Parish Council meetings each year and one Annual Parish Meeting. The Council can be flexible about when and where the work is carried out.
Salary	Paid in accordance with the National Joint Council for Local Government Services pay agreement, on scale LC2/LC3. The starting salary will be between spine points 27 and 32, depending on qualifications and experience: £22,410 to £25,110 for a 21-hour week, based on the 2026/27 pay agreement. An increase of two spine points will be given on completion of the CiLCA qualification up to a maximum of spine point 34 (£26, 430 for a 21-hour week).
Holidays	14 days' paid leave per annum, based on a pro rata allocation from a 37-hour week, plus eight public holidays. This will increase to 16 days' paid leave after five years' continuous service.
Benefits	Local Government Pension Scheme contribution provided.

Role and Responsibilities

The General Manager is the senior officer of the Parish Council. Responsibilities include managing day-to-day operations, ensuring compliance with statutory requirements, maintaining sound financial management and accounting (including liaising with internal and external auditors), compiling and publishing meeting agendas and minutes, overseeing Parish Council contracts and contractors, engaging with local stakeholders, including residents and businesses, and supporting Parish Councillors as required.

Working with the Assistant Parish Clerk

The Parish Council employs an Assistant Parish Clerk for 20 hours per week, who reports to and is supervised by the General Manager. Working schedules should be agreed mutually to help ensure the parish office is usually staffed during core office hours.

Meetings and Committees

Parish Council meetings are held every four to six weeks, starting at 7.30pm. Either the General Manager or the Assistant Parish Clerk will attend. The General Manager, in their role as RFO, must also attend the quarterly Finance & Risk Committee meetings.

The Planning & Environment Committee meets fortnightly. Neither the General Manager nor the Assistant Parish Clerk is required to attend, but they are responsible for posting notices and meeting minutes and reporting decisions.

Task Groups

Parish Councillors undertake a wide range of activities through task groups covering Countryside, Climate Change, Communications & Events, Heritage, Railway, Road Safety & Maintenance and Village Appearance. Attendance at task group meetings is discretionary, although the General Manager should stay informed of their ongoing activities.

Contractors, Premises and Land

The General Manager oversees contractors and subcontractors engaged by the Parish Council. These currently include a village warden undertaking maintenance, a communications consultant supporting the quarterly newsletter and website, a cleaner for the Council-provided public toilet, and other occasional contractors.

The Parish Council leases the ground-floor parish office in East Horsley Village Hall, as well as an upper-level office. An external storage facility at the rear of the village hall stores outdoor maintenance equipment.

The Parish Council owns two woodland areas in East Horsley: Great Ridings Wood, managed by The Woodland Trust, and The Forest, managed by Surrey Wildlife Trust. It also owns a wildflower meadow at Wellington Meadow, which requires annual grass-cutting and maintenance arranged by the General Manager.

Skills and Experience

The role calls for a range of skills and competencies. Applicants should have:

- Administrative and organisational skills
- Written and verbal communication skills
- Financial management experience, including budgeting and accounts
- IT proficiency, including experience with accounting software (e.g. Rialtis)
- Knowledge of local government legislation and procedures
- Experience as a Parish Clerk or Assistant Parish Clerk, or in a similar local government role, would be advantageous.

Financial management is important to the Council, but it is not an essential competence for the role. The Council is prepared to consider alternative ways of dealing with these matters.

Qualifications and Training

A Certificate in Local Council Administration (CiLCA) qualification would be advantageous. However, we are happy to employ candidates who are prepared to study to become one within 18 months of engagement. If the latter, a suitable training programme, largely online, will be agreed, paid for and monitored by the Council to ensure this qualification is achieved.

Renewal of the Parish Council's Power of Competency, which affects our financial freedoms, requires the Parish Clerk to be qualified.

How to Apply

Candidates interested in this position should contact the current Parish Council Clerk, Hilary Gullen, at clerk@easthorsley-pc.gov.uk for an initial discussion.

Please send your CV with a covering letter or email no later than Friday 13 November 2026.

East Horsley Parish Council is an equal opportunity employer and welcomes applications from all sections of the community.