

**COUNTESTHORPE PARISH COUNCIL**

**VACANCY**

**Parish Council Manager**

This is a flexible, interesting, and varied post supporting a pro-active and community focused Parish Council. The role requires a dynamic and forward-thinking person interested in Countesthorpe village community in excess of 7000 residents. This vacancy has arisen due to the retirement of the existing manager.

The ideal candidate should have previous local government experience and a knowledge of Parish Council accounting. The post holder will require overall knowledge of Parish Council statutory duties, activities, and systems.

The applicant should hold the CiLCA qualification or be prepared to obtain it within 12 months.

Hours will be 35 per week (flexibility will be required to attend evening meetings).

Salary - Scale NJC LC2 29 – 32     £33486 - £36371 pro rata

 For an Application Pack

Please contact Christine Samuels, Parish Council Manager

Countesthorpe Parish Council

Village Hall

Station Road

Countesthorpe

Leicester

LE8 5TB

Tel: 0116 277 9518

Email: manager@countesthorpeparishcouncil.co.uk

Website: [www.countesthorpeparishcouncil.co.uk](http://www.countesthorpeparishcouncil.co.uk)

**Application Forms only**

**Closing Date: Thursday 14th April 2022**