



Appleton Parish Council

| Person Specification – Deputy Clerk | | |
|--|---|--|
| | Essential | Desirable |
| 1. Educational Qualifications | Good general education: 5 GCSEs or equivalent including Maths and English | CILCA or other recognised qualification in local government administration, or willingness to work towards CILCA Finance – AAT Payroll – Payroll Manager |
| 2. Work Experience | Experience in an administrative or local authority role Experience of payroll administration Experience of financial administration , including bank reconciliations and record keeping Experience of dealing with the public Experience of preparing agendas and minuting meetings | Experience in a Parish or Town Council Experience assisting an RFO or similar finance role Experience of supervising staff |
| 3. Skills, Knowledge & Aptitude | Strong IT skills, including Microsoft Office Ability to maintain accurate payroll and financial records Ability to prepare financial and administrative reports Good communication and interpersonal skills Ability to problem solve and work to deadlines Ability to provide cover for the Clerk, including staff supervision | Knowledge of parish council procedures and governance Understanding of the legal framework in which Parish Councils operate Understanding of the relationship between Parish and Borough Councils Experience managing council websites and social media |
| 4. Motivation & Personal Attributes | Self-motivated and able to work independently Able to maintain effective working relationships with Councillors, staff, contractors, and the public Willingness to undertake training and professional development | Willingness to act as a representative of the Parish Council |
| 5. Other Requirements | Ability to attend evening meetings as required Driving licence, access to a vehicle, and ability to travel | |

Appleton Parish Hall, Dudlow Green Road, Appleton, WA4 5EQ

Telephone 01925 268153 Email clerk@appletonparish.gov.uk