



Appleton Parish Council

Job Description – Deputy Clerk

Grade: NJC SCP 24–28

Hours: 20 hours per week

This is a part-time, office-based role for 20 hours per week, with flexible working arrangements. There may be a requirement to work additional hours on occasion, including some evening meetings. Working hours will be agreed at appointment and must include some hours on Tuesdays.

Reports to: Clerk

Supervises: Booking Secretary and Ranger in Clerks absence

Role Purpose

The Deputy Clerk supports the Clerk in their role as Proper Officer and Responsible Financial Officer of the Parish Council and deputises for the Clerk when required. The postholder ensures the effective administration, financial management, and statutory compliance of the Council, providing continuity of operations and leadership in the Clerk's absence.

Key Duties and Responsibilities

The Deputy Clerk will:

- Support the Clerk in their statutory role as Proper Officer of the Parish Council and in the effective discharge of the Council's functions
- Support and assist the Clerk in their role as Responsible Financial Officer, with responsibility for **financial administration and payroll**
- Be accountable to the Clerk and provide cover in the Clerk's absence, including attendance at evening meetings and the management and supervision of staff

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1. **To ensure** that all statutory and other provisions governing or affecting the running of the Council are observed and properly implemented.
 2. **To be responsible**, under the direction of the Clerk, for the administration of the Council's finances, including:
 - Monitoring and balancing accounts
 - Preparing records for audit and VAT
 - Managing payroll, pensions, HMRC submissions, and staff financial records
 3. **To assist** in ensuring that the Council's obligations in relation to risk assessment, internal controls, and financial governance are properly met.

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

Telephone 01925 268153 Email clerk@appletonparish.gov.uk



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4. **To prepare**, in consultation with the Clerk and appropriate Councillors, agendas for meetings of the Council, Committees, and Sub-Committees, and to attend such meetings and prepare accurate minutes for approval.
5. **To attend** meetings of the Council and its Committees and Sub-Committees as required, except where such duties have been delegated to another officer.
6. **To receive, manage, and respond to correspondence** and documents on behalf of the Council, bringing relevant matters to the attention of the Clerk or Council and issuing correspondence in accordance with Council policy or instructions.
7. **To receive, verify, and report on invoices** for goods and services to be paid by the Council and to ensure that such payments are made correctly and promptly.
To issue invoices on behalf of the Council and ensure timely receipt of payments.
8. **To study and analyse reports and data** on the activities of the Council and matters affecting those activities, liaising where appropriate with external bodies and specialists, and to prepare reports for consideration by the Council.
9. **To prepare proposals and recommendations** for consideration by the Council, either on own initiative or at the request of Councillors, advising on practicability, risks, and likely outcomes.
10. **To supervise staff** as required, acting as line manager in accordance with Council policies, and to undertake duties associated with staff management, including workloads, performance, salaries, and conditions of employment.
11. **To monitor and review Council policies** to ensure they are achieving their intended outcomes and, where appropriate, recommend amendments or improvements.
12. **To act as a representative of the Council** at meetings, events, or with external organisations as required.
13. **To issue statutory notices** and prepare agendas and minutes for the Parish Meeting; to attend Parish Meetings and to implement decisions agreed by the Council.
14. **To prepare press releases and public communications**, in consultation with the Clerk and Chair(s), regarding Council activities and decisions.
15. **To assist in the management of the Parish Hall**, including bookings, invoicing, and related administrative tasks, as required.
16. **To maintain and update** the Parish Council's website and social media platforms, ensuring accurate and timely public information.
17. **To attend training courses, seminars, and conferences** relevant to the role of Deputy Clerk, including those organised by NALC, SLCC, and other professional bodies, as reasonably required by the Council.
18. **To continue professional development**, including working towards or maintaining the Certificate in Local Council Administration (CILCA).



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19. **To undertake any other reasonable duties** commensurate with the role, as directed by the Clerk or Council.