

Job Description: Parish Secretary/Administrator

Contract Type: Permanent

Hours of work: 20 hours per week (Monday- Friday 9am-1pm) **Flexible**

Reports to: Parish Priest

Job Purpose: To provide administrative support to the parish including office administration, secretarial and accounting duties

Competences required:

1. Excellent organisational skills, able to prioritise and meet deadlines.
2. Ability to work within a small team.
3. Ability to work alone, using initiative
4. Ability to work with complete discretion and confidentiality
5. Ability to project a friendly, professional manner, both in person and on the telephone

Qualifications required:

1. Intermediate Microsoft Office programs, including Word, Excel and Outlook
2. Preferable experience of financial accounting.

Principle duties and responsibilities

- Acting as the first point of contact, answering the door/telephone/emails
Undertaking day to day secretarial and administrative tasks: correspondence, newsletter, booklets, certificates
- Keeping parish records up to date (Baptismal, Confirmation, Marriage, Death Register)
- Maintaining database: Parish (Church Suite), Housebound List, Electronic Book of Condolences, List of children preparing for Sacraments of Reconciliation, First Holy Communion and Confirmation
- Ordering altar supplies, publications, stationery, etc.
- Taking funeral's details and passing to the organist and Bereavement Group
- Processing incoming invoices and making sure they are paid accurately
- Administering Gift Aid scheme, submitting Gift Aid claims, ordering Gift Aid envelopes
- Preparing monthly bank reconciliations and year end accounts.
- To undertake any other ad hoc administrative duties as required

N.B This is not intended to be a comprehensive description of the duties of the post. The post holder may be required to undertake other related duties as required.