



# Diocese of Westminster

<b><u>Job profile:</u></b>	Parish Administrator
<b><u>Location:</u></b>	St Mary Moorfields and St Joseph's, Bunhill Row (based at St Mary Moorfields, City of London)
<b><u>Reporting to:</u></b>	Parish Priest
<b><u>Job Reference No:</u></b>	122-BUNRW

## **Job Purpose:**

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

## **Main areas of responsibilities**

1. To undertake day to day secretarial and administrative tasks
2. To undertake book keeping and financial management
3. To co-ordinate parish communications
4. To organise and support liturgical and other parish events

### **1. To undertake day to day secretarial and administrative tasks**

- To assist with correspondence (including emails), typing and production of certificates as required by the Parish Priest. This will include typing of the parish newsletter, Mass sheets, liturgy books, leaflets and posters
- To undertake diary management of parish appointments and events
- To be responsible for ordering all church and parish equipment, office, sacristy and cleaning supplies and maintaining office equipment
- To establish and maintain an efficient filing system for parish correspondence, records etc. that is recognised by the Diocese and acceptable to diocesan auditors
- To undertake any other ad hoc administrative duties as required

### **2. To undertake book keeping and financial management**

- To enter accounts on OPAS accounting software, reconciling accounts each month and preparing accounts for end-of-year returns to the Diocese
- To maintain Gift Aid records on OPAS
- To prepare papers as necessary for the Finance Committee

### **3. To co-ordinate parish communications.**

- To act as the first point of contact, answering the telephone and front door and pass them on in an appropriate manner
- To set out, type and print newsletters as required
- To update parish noticeboards and the parish websites as required
- To maintain databases for parish groups and general parish database
- To deal with diocesan surveyors and contractors as appropriate

### **4. To organise and support liturgical and other parish events**

- To manage the booking and day-to-day running of the parish halls and to issue invoices as required
- To prepare papers and certificates for baptisms, weddings and funerals
- To prepare Mass intention sheets and liturgy books as required
- To keep parish records up to date (i.e. marriage and baptism)
- To support the Parish Priest in various activities and working alongside other staff and volunteers
- To undertake any ad hoc duties as required relating to this area

**Person specification:** Parish Administrator  
**Contract Type:** Permanent  
**Salary:** £13 per hour  
**Hours of work:** 20 hours per week (9am – 1pm Monday to Friday)

**Experience required:**

1. Relevant experience as a Secretary/Administrator in a responsible position
2. An understanding of the social and moral teachings of the Catholic Church

**Competences required:**

1. Excellent organisational skills, able to prioritise and meet tight deadlines
2. Ability to work within a small team, other paid staff and volunteers
3. Ability to handle challenging people and situations
4. Ability to work alone, using initiative
5. Ability to adopt a flexible approach
6. Ability to work with complete discretion and confidentiality
7. 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. Book-keeping, with particular experience of financial accounting computer programmes

**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