

Job profile: Parish Administrator/Secretary
Location: Hounslow Parish
Reporting to: Parish Priest
Job Reference No: 137-HOUNS

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 co-ordinate parish communications
3. To organise and support liturgical and other parish events

1. To undertake day to day secretarial and administrative tasks

- To assist with correspondence, typing and production of certificates as required by the parish priest. This will include typing of the parish newsletter, mass sheets, liturgy books and notices
- To undertake diary management of parish appointments and events
- To be responsible for ordering all church and parish equipment, stationery and maintaining office equipment
- To prepare papers and circulate minutes for the Finance Committee and Parish council
- 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

Parish accounts

- To enter all income and expenditure onto the Diocesan computer database, "OPAS"
- Completing monthly bank reconciliations to ensure that the accounts are up to date and correct
- Completing Annual Financial Return at year-end and submitting to the Diocese by the deadline date
- To maintain a cash float for the parish agreeing to a float and the entries on OPAS
- To enter company credit card purchases onto the accounts system and ensuring receipts are attached
- To prepare quarterly reports for the Parish Finance Committee quarterly meetings
- To enter all recurring receipts from parishioner donations onto OPAS

Planned giving

- To maintain a register of all Parishioners involved in Planned Giving
- To administer all registrations, changes and amendments
- To administer the Gift Aid system on 'OPAS'
- To liaise with parishioners as necessary and responding to queries
- To record all monies given by envelope, bankers order and cheque
- To produce the year-end "Turnaround" report for the Diocese

2. 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 weekly newsletter
- To update parish noticeboards and the parish website as required
- To maintain databases for parish groups and general parish database
- To deal with diocesan surveyors and contractors as appropriate

3. To organise and support liturgical and other parish events

- To manage the booking and day-to-day running of the various parish meeting rooms
- 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.
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Person specification: Parish Administrator/Secretary

Contract Type: Permanent

Salary: £13 per hour

Hours of work: 35 hours per week (Monday to Friday 9am to 5pm)

Experience required:

1. Relevant experience in a similar position ideally with some experience of financial accounting computer programmes/bookkeeping
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

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