



<u>Job profile:</u>	Parish Administrator
<u>Location:</u>	Our Most Holy Redeemer & St Thomas More Parish, Chelsea
<u>Reporting to:</u>	Parish Priest
<u>Job Reference No:</u>	175-CHEHR

Job Purpose:

To provide administrative and/or secretarial support to the parish including bookkeeping duties

Main areas of responsibilities

1. Assisting with general correspondence and typing (including e-mails) required by the parish priest and others in pastoral ministry.
2. Diary management of parish appointments and events
3. Managing the booking and day-to-day running of the parish meeting room and issue invoices for lettings.
4. Answering the telephone, taking messages and passing them on in an appropriate manner.
5. Answering the door and greeting visitors.
6. Ordering church and parish equipment, stationery
7. Ensuring office equipment kept in good running order; calling service engineers when needed
8. Maintaining Gift Aid records.
9. Ensuring invoices are paid on time and negotiate with suppliers
10. Entering accounts on computer database, reconciling accounts each month and preparing accounts for end-of-year returns to the Diocese.
11. Supporting the parish priest in various activities and working alongside other staff and volunteers.
12. Maintain databases for parish groups and general parish database
13. Establish and maintain an efficient filing system for parish correspondence, records etc that is recognised by the Diocese and acceptable to Diocesan Auditors.
14. Filing, photocopying and updating records
15. To undertake any other ad hoc administrative duties as required

<u>Person specification:</u>	Parish Administrator
<u>Contract Type:</u>	Permanent
<u>Salary:</u>	£13 per hour
<u>Hours of work:</u>	20 hours per week (Monday to Friday 9:30 to 13:30, negotiable)

Experience required

1. Relevant experience as an Administrator or Secretary
2. An understanding of the social and moral teaching of the Catholic Church

Competences required

1. Ability to work methodically and consistently.
2. Excellent organisational skills, able to prioritise and meet tight deadlines
3. Ability to work within a small team, comprising other paid staff and volunteers.
4. Ability to handle challenging people and situations
5. Ability to work alone, using initiative
6. Ability to adopt a flexible approach
7. Ability to work with complete discretion and confidentiality
8. Ability to project a friendly, professional manner, both in person and on the telephone

Qualifications required

1. Intermediate Microsoft Office Software package (Word, Excel, Publisher)
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