



Diocese of Westminster

<u>Job profile:</u>	Parish Administrator
<u>Location:</u>	Our Lady of Good Counsel, Stoke Newington
<u>Reporting to:</u>	Parish Priest
<u>Job Reference No:</u>	169- STOKEN

Job Purpose: To provide administrative support to the parish including secretarial and accounts administration duties

Main areas of responsibilities

- To undertake day to day secretarial and accounts administration tasks
- To co-ordinate parish communications
- To organise and support liturgical and other parish events
- To manage premises, ordering of supply and scheduling
- To undertake any other ad hoc administrative duties as required

1. To undertake day to day secretarial accounting and administrative tasks

- Assist with correspondence and typing (including e-mails), typing and production of certificates as required by the parish priest and others in pastoral ministry. This will include typing of general correspondence and typing the parish newsletter, mass sheets, liturgy books and notices
- Diary management of parish appointments and events
- Responsible for ordering church and parish equipment, stationery and ensuring invoices are paid
- Keeping office equipment in good running order; calling the service engineer when needed
- Establish and maintain an efficient filing system for parish correspondence, records etc that is recognised by the Diocese and acceptable to Diocesan Auditors.
- Responsible for administration of parish accounts, using OPAS system
- Reconciling parish bank accounts
- Responsible for compiling financial returns for the parish to Diocesan Officer
- Filing, photocopying and updating records
- To undertake any other ad hoc administrative duties as required

2. To co-ordinate parish communications

- To set out, type and print weekly newsletter
- Update parish noticeboards
- Maintain databases for parish groups and general parish database
- Dealing occasionally with diocesan surveyors and contractors when required

3. To organise and support liturgical and other parish events

- Managing the booking and day-to-day running of the various parish meeting rooms
- Prepare papers and certificates for baptisms, weddings and funerals
- Keeping parish records up to date (i. e marriage and baptism)
- Supporting the parish priest in various activities and working alongside other staff and volunteers.
- To be involved in all aspects of parish and chaplaincy life
- Any ad hoc duties as required relating to this area.



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<u>Person specification:</u>	Parish Administrator
<u>Contract Type:</u>	Temporary Fixed Term Contract
<u>Salary:</u>	£13 per hour
<u>Hours of work:</u>	16 hours per week (Monday, Tuesday, Wednesday and Friday 10:30 to 14:30)

Experience required:

- Relevant experience as a Secretary or Administrator in a responsible position
- A general understanding of the social and moral teachings of the Catholic Church

Competences required:

- Ability to work methodically and consistently.
- Excellent organisational skills, able to prioritise and meet tight deadlines
- Ability to handle challenging people and situations
- Ability to work alone, using initiative
- Ability to adopt a flexible approach
- Ability to work with complete discretion and confidentiality
- Ability to project a friendly, professional manner, both in person and on the telephone

Qualifications required:

- Intermediate Microsoft Office programs, including Word, Excel and Outlook
- Book-keeping, with particular experience of financial accounting computer programmes