



Diocese of Westminster

Job Title	Parish Administrator/Bookkeeper
Department / Parish / Agency	Borehamwood Parishes
Reporting to	Parish Priest
Cost Centre	BORWD
Location / Address	Borehamwood Parishes
Management of	n/a
Contract type	Permanent
Hours of work	27.5 hours per week (09:30 – 15:30, with 30-minute unpaid break)
Salary	£15.00 per hour
Job reference number	654-BORWD

Job Purpose:

To provide day-to-day financial, administrative and office management support to the Parish Priest in the efficient running of the parish of Borehamwood.

Principle duties and responsibilities:

1. To co-ordinate parish communications
2. To undertake day-to-day administrative tasks
3. To organise and support liturgical and other parish events
4. To undertake accounting and bookkeeping duties as defined in the diocesan Parish admin manual.
5. To have overall responsibility for the management of the Parish accounts.

1. To co-ordinate parish communications

- Act as the first point of contact within the parish office
- Greeting all colleagues, clergy, volunteers and visitors in a pleasant compassionate and professional manner, despite sometimes challenging circumstances
- Set out, type and print weekly newsletter
- Type and collate data for the parish newsletter, mass sheets, bidding prayers, liturgy books and notices
- To prepare Mass intention sheets and liturgy books as required
- Update parish noticeboards and the parish website as required
- Maintain databases for parish groups and general parish database
- Co-ordinate the various Parish Groups, and assist with any publicity required for fund raising events.

2. To undertake day-to-day administrative tasks

- Assist with correspondence, typing and production of certificates as required by the parish priest.
- Undertake diary management of parish appointments and events
- Order all church and parish equipment, stationery and maintaining office equipment
- Day to day managing of any building issues including liaising with Property Services regarding any issues, repairs and maintenance
- Day to day managing of any Health & Safety issues including liaising with the Diocesan Health & Safety team and Property Services.
- Prepare papers and circulate minutes for the Finance Committee
- Maintain accurate records, ensuring an efficient filing system is maintained for parish correspondence that is in line with diocesan audit procedures.
- Undertake any other ad hoc administrative duties as required
- To support with rotas for the readers, counters, stewards, and cleaners.
- To update the GDPR- Parish Data Record.

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
- Taking responsibility for the various parish baptisms, weddings and funeral registers and to deal with requests for information and certificates—preparing all correct paperwork for the ceremonies.
- Support the pastoral function of the parish priest in any relevant administrative capacity i.e. with parish community based fundraising events

4 - 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 enter company credit card purchases onto the accounts system and ensuring receipts are attached
- To prepare quarterly reports for Parish Finance Committee meeting
- Online Banking to make payments and identify receipts

5 - 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 submit a claim annually/as required to HMRC via the Diocese fundraising dept.

Training

- To undertake mandatory courses such as safeguarding and AFR training as required

Our Diocese Values

Catholic social teaching covers all spheres of life, whether this is economic, political, personal or spiritual. At the heart of Catholic social teaching are principles and the four ethical values of love, truthfulness, justice, and freedom.

As the administrative support function of the diocese, here to serve our parishes, agencies and schools it would be out of step if we did not hold similar values.

We believe that for us to succeed we aspire to be person centered and place human dignity at our centre. We strive to take a holistic approach to the development of our people so that we may better serve the functions of our church.

Our core values are **Competence, Reliability, Honesty, Perseverance & Love.**

Competence

We strive to achieve total competence in all that we do – as an employer and as the administrative support function to our parishes, agencies and schools we are committed to developing and maintaining our knowledge, our skills and our expertise at the highest level required to benefit those that we serve.

Reliability

Because our parishes, agencies and schools rely upon us to support them in the work that they do, we aspire to deliver with consistency excellence in service. We can be depended upon to deliver on commitments and promises and make the lives of those we support more rewarding.

Honesty

We will act with integrity, truthfulness and straightforwardness at all times. We will challenge when appropriate and act with fairness and transparency at all times. If we make an error, we will own that mistake and can be trusted to make it right. We will be authentic in our passion for the support we provide to our parishes, agencies and schools.

Perseverance

We shall always demonstrate a steady persistence in every course of action – we will be tenacious disciplined and committed. Our collective perseverance speaks to continuing to provide support and service even when faced with difficulties and challenge. We shall be persistent in our pursuit of continuous improvement and excellence and will demonstrate determination, tenacity and integrity in everything that we do.

Love

We will demonstrate our love through the dedication and devotion we extend to all our parishes, agencies and schools. We will consistently act with empathy, understanding and passion – we will value each other

Person specification:

This section outlines the things you will need to be able to demonstrate to be a successful in your role. We expect that you will work to our shared values in everything you do. In addition to our diocesan values, you will also need to be able to demonstrate the following areas.

Skills/competence requirements	Essential/ Desirable
Ability to work methodically and consistently.	Essential
Excellent organisational skills, able to prioritise and meet tight deadlines	Essential
Excellent verbal and written communication skills	Essential
Ability to work within a small team, comprising other paid staff and volunteers.	Essential
Ability to handle challenging people and situations	Essential
Ability to work alone, using initiative	Essential
Ability to adopt a flexible approach	Essential
Ability to project a friendly, professional manner, both in person and on the telephone	Essential
Ability to work with complete discretion and confidentiality	Essential
An ability to respond to issues with sensitivity compassion empathy and good judgement	Essential
An ability to work methodically and consistently	Essential
Excellent organisational skills, able to prioritise and meet tight deadlines	Essential
An ability to work alone, using initiative	Essential
An ability to adopt a flexible approach	Essential
An ability to work with complete discretion and confidentiality	Essential
An ability to project a friendly, professional manner, both in person and on the telephone	Essential
An ability to co-ordinate volunteers, as required	Essential
Experience	
Relevant experience as an Administrator or Secretary to an executive or above	Essential
Some understanding of the Catholic Church, its structure and organisation	Essential
A desire and commitment to work for the Catholic Church	Essential
Relevant experience in a similar position with experience of financial accounting computer programmes	Essential
Qualifications	
A knowledge and experience of intermediate Microsoft Office programs, including Outlook, Word and Excel (including mail-merges label production, linking spreadsheets and v-lookup)	Essential