



<b>Job Title</b>	Parish Administrator and Bookkeeper
<b>Department / Parish / Agency</b>	Sudbury Parish
<b>Reporting to</b>	Parish Priest
<b>Cost Centre</b>	SUDBU
<b>Location / Address</b>	970 Harrow Road, Sudbury, Wembley HA0 2QE
<b>Management of</b>	n/a
<b>Contract type</b>	Permanent
<b>Hours of work</b>	27.5 hours per week (Monday to Friday, 09:00 – 15:00 with 30 mins unpaid break)
<b>Salary per annum</b>	£16 per hour
<b>Job Reference</b>	717-SUDBU

### **Job Purpose:**

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

### **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 noticeboard, the parish website and parish email database as required
- Maintain databases for parish groups and general parish database

#### **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
- Prepare papers and circulate minutes for the Finance Committee and Parish council
- 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.
- Safeguarding - Supporting PSGR, with DBS processing.

#### **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
- To support the parish priest in various activities and working alongside other staff and volunteers.

- To monitor the cleaning of the Parish Hall where appropriate.
- To help the Parish Priest fulfil Health and Safety requirements. Including responsibility for record keeping for fire extinguishers / asbestos and liaising with contracted H&S Service Providers.
- Deal with diocesan surveyors and contractors as appropriate
- To deal with plumber, electrician and handyman when necessary.
- To undertake any ad hoc duties as required relating to this area.
- To work with property Agents for investment properties/spaces in the church or across the property that are let out to companies continually or adhoc.
- liaise with online Streaming companies, if appropriate, administration on back off admin site, up to date schedules issues with system

#### **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 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 enter Contactless Donations in to OPAS and all relevant required administration
- To prepare quarterly reports for Parish Finance Committee meetings if required.
- To enter all recurring receipts from parishioner donations onto OPAS

#### **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 record all monies given by envelope, bankers order and cheque
- To produce the year-end "Turnaround" report for the Diocese
- Check online donation websites monthly and update them onto OPAS. (Virgin Money, Giving/Contactless machines.

#### **Training**

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

#### **Other**

- To supervise Parish volunteers as required.
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## **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.

<b>Skills/competence requirements</b>	<b>Essential/ Desirable</b>
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
<b>Experience</b>	
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 particular experience of financial accounting computer programmes	Essential

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<b>Experience</b>	
Relevant experience in a similar position with particular experience of financial accounting computer programmes	Essential
An understanding of the social and moral teaching of the Catholic Church	Essential
<b>Qualifications</b>	
An AAT qualification or equivalent	Essential
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