



Diocese of Westminster

Job Profile	Parish Administrator and Bookkeeper
Department / Parish / Agency	Hitchin
Reporting to	Parish Priest
Cost Centre	HITCH
Location / Address	Our Lady Immaculate and St Andrew, 16 Nightingale Road, Hitchin, Herts, SG5 1QS
Management of	n/a
Contract type	Permanent
Hours	20 hours per week
Salary	£14.80 per hour / £15,392 per annum
Job reference number	755-HITCH

Job Purpose:

To provide administrative support to the parish including office administration and secretarial duties.

Principal duties and responsibilities:

Main areas of responsibilities

1. To undertake day to day secretarial, administrative and bookkeeping tasks
 2. To co-ordinate parish communications
 3. To help organise and support liturgical, sacramental and other parish activities and events
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- 1. To undertake day to day secretarial, administrative and bookkeeping 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 maintain planned giving and gift aid records as the Gift Aid Co-Ordinator
 - To enter accounts on computer database, reconciling all accounts each month and preparing accounts and records for end-of-year/other returns to the Diocese and for Internal, External and HMRC Audits
 - To assist with and support the counting and banking of parish Income
 - To assist Chair of Finance with preparation of papers and circulate minutes for the Finance Committee and Parish council if required
 - 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, secretarial and bookkeeping duties as required
 - 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 act as the first point of contact with Funeral Directors
 - To support the preparation, typing and printing of the weekly newsletter
 - To support the update of parish noticeboards
 - To maintain databases for the parish, parish groups and general parish database and to update GDPR records

- 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 take bookings for and account for donations for Mass Offerings
- 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.

Our Diocesan Values

Catholic social teaching covers all spheres of life, whether economic, political, personal or spiritual. At the heart of Catholic social teaching are the four ethical values of love, truth, 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 and 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 we serve.

Reliability

Because our parishes, agencies and schools rely on us to support them in the work that they do, we aspire to deliver excellent service with consistency. 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 and truth, and be straightforward in our dealings with others 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 challenges. We shall be persistent in our pursuit of continual improvement and excellence, and 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 and celebrate colleagues' success; we will support, provide care and compassion to those who need it. We will be relied upon to be competent, reliable and honest.

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.

Experience/Suitability for the role	Essential/ Desirable
Relevant experience in a similar role	E
A desire and commitment to work for the Catholic Church	E
Experience working within a faith-based, non-profit, or charitable organisation	D
Excellent Communication Skills: Able to communicate clearly and effectively, demonstrating kindness and respect towards all people working or serving the Diocese i.e. employees clergy contractors etc.	
Excellent Organisational Skills: Good organisational skills and the ability to prioritise, work to deadlines and work on own initiative as necessary	E
Collaborative Teamwork: works effectively in teams, contributing ideas, and supporting others, building positive relationships	E
Problem Solving: able to approach challenges creatively and make informed decisions under pressure	E
Adaptability and Flexibility- comfortable with change, able to identify challenges and implement thoughtful solutions and adjust to new priorities and processes when needed.	E
Technical Skills	
Intermediate Microsoft Office programs, including Word, Excel and Outlook	E
Bookkeeping, with particular experience of financial accounting computer programmes	E
Other Requirements	
Commitment to the mission and values of the Diocese of Westminster	E
Ability to demonstrate sensitivity and respect for diverse groups	E
Basic understanding of the Catholic Church and its structure	D