



Diocese of Westminster

Job Title	Parish Administrator/Bookkeeper
Department / Parish / Agency	St Luke's, Pinner
Reporting to	Parish Priest
Cost Centre	PINE
Location / Address	28 Love Lane, Pinner, HA5 3EX
Management of	n/a
Contract type	Permanent
Hours of work	15 hours per week (4 hours per day Mon/Tues/Weds 8:30 - 13:30)
Salary	£16.00 per hour
Job reference number	851-PINE

Job Purpose:

To provide day-to-day financial, administrative and office management support for the parish, ensuring a well-organised and welcoming environment that supports the Parish Priest and his team in their pastoral, liturgical and community mission.

Principle duties and responsibilities:

1. To co-ordinate parish communications
2. To undertake day-to-day administrative tasks
3. To aid the organisation of 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

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 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.

3. To aid the organisation of 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
- To enter all recurring receipts from parishioner donations onto OPAS
- 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 record all monies given by envelope, bankers order and cheque
- To submit a claim quarterly/annually as required to HMRC via the Diocese fundraising dept
- Check online donation websites monthly and update them onto OPAS (Contactless machines)

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.

We are person-centered and so we place human dignity at the heart of all that we do. 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 for excellence by continually developing the knowledge, skills, and expertise needed to best support our parishes, agencies, and schools

Reliability

We deliver consistent, high-quality service and can be trusted to fulfil our commitments, making a meaningful difference to those we serve.

Honesty

We act with integrity, fairness, and transparency. We build trust by taking responsibility for our actions, admitting mistakes, and committing to making things right.

Perseverance

We remain resilient, even in the face of challenges. We are committed to continuous improvement and show determination, tenacity, and integrity in all we do.

Love

We show our love through dedication to our parishes, agencies, and schools. We act with empathy, value one another, celebrate success, and offer care and compassion to those in need.

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
Excellent Communication Skills: Able to communicate clearly and effectively, demonstrating kindness and respect towards all people serving the Diocese i.e. employees clergy contractors etc.	E
Excellent Organisational Skills: Ability to work methodically and consistently and able to manage multiple deadlines and maintain attention to detail	E
Collaborative Teamwork: Proven track record of working effectively in teams, contributing ideas, and supporting others, and building positive relationships while also being able to take initiative and work unsupervised when necessary	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
Experience	
Relevant experience Administrator or Secretary	E
Relevant experience in a similar position with particular experience of financial accounting computer programmes	E
Experience working within a faith-based, non-profit, or charitable organisation	D
Technical Skills	
Intermediate Microsoft Office Software package (Word, Excel, Publisher)	E
An AAT qualification or equivalent	D
Other Requirements	
Commitment to the mission and values of the Diocese of Westminster	E
Ability to demonstrate sensitivity and respect for diverse groups	E
A desire and commitment to work for the Catholic Church	D
Basic understanding of the Catholic Church and its structure	D