Job Description

**Roman Catholic Diocese of Nottingham**

**Department/Parish:**

**Job title:** Parish Administrator (with finance)

**Purpose of role:**  Management of parish office, finance and administration including administrative support to the parish priest. Processing and reporting financial data in the parish; responsible for administering Gift Aid (GA) scheme in the parish.

**Based at:** Corpus Christi and Our Lady & St Patrick’s

**Hours of work:** 22.5 hrs per week

**Line Manager:** Fr Pitak Bithu

**Salary & Band:** Band 4 £15,584.40 per annum (Salary review pending)

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**Main responsibilities (not exhaustive):**

**OPAS & administration of finance:**

* Management of invoices (after they have been approved by parish priest).
* Preparing cheques to be signed by authorised person.
* Paying Parish bills and invoices as required and requested.
* **Processing expense claims for parishioner for flowers and consumables.**
* **Collecting donations and recording monies received for FHC and Confirmation and passing these over to Counters.**
* Organising the agenda for the Finance Team (together with the Chair of Finance). **Attend Parish Finance Council meetings (4 per year, held at 7 pm), produce minutes and follow up on actions.**
* Input all income and expenditure onto OPAS (ideally weekly).
* Complete monthly bank reconciliations on all bank accounts and **monthly** on Set Off Accounts, maintaining the audit trail.
* Examine the Donation Analysis Report on OPAS on a quarterly basis for errors and ensure income and expenditure is allocated to correct accounting subcategory.
* Produce quarterly comparison reports for the Parish Finance Committee analysis.
* Facilitate the payment of any monies collected (Restricted Income) for other charitable collections promptly, at least on a quarterly basis.
* Liaise with parish counter(s), person responsible for doing the banking, parish auditor, and the curia finance department as appropriate.
* Use OPAS to produce the Parish Annual Return **for each Parish (2 in total)** at Year End to include collation of information for schedules and to submit to the Diocese by the relevant deadline date.
* Retain relevant evidence for all postings (on parish property) for audit purposes and to meet GDPR Regulations.

**Gift Aid:**

* Promote Gift Aid (GA) scheme in the parish to attract new donors and to encourage existing donors to increase their donations.
* Facilitate completion of new Gift Aid Declarations (GADs) ensuring they are uploaded to OPAS for approval.
* Ensure GA donations are regularly recorded (preferably weekly) including ‘envelope’, standing order and one-off donation onto OPAS.
* Liaise with diocesan GA organiser at the Curia whenever necessary.
* Examine the donation analysis report on OPAS on a quarterly basis for errors and ensure there are no unallocated donations.
* Collate HMRC Gift Aid claim for the previous financial quarter/tax year and submit to the diocesan GA organiser at the Curia Office via OPAS.
* Maintain an up-to-date register of donors, ensuring parishioner records on OPAS are up to date – i.e., change of address, marriage, death, change of tax status etc.
* Retain relevant evidence for all donations made (on parish property) for audit purposes and to meet GDPR regulations.

**Administration:**

* First point of contact for general enquiries via telephone, mail and email, replying or forwarding to the appropriate recipient as required.
* Diary planning, liaising with the parish priest to ensure his priorities are achieved.
* Manage and maintain appropriate levels of stationery **and ordering of all Church consumables, materials for catechisis and liturgical materials.**
* Dealing with sensitive and confidential parish requests and difficulties.
* Manage the hall(s) bookings, invoicing users, **liaising with volunteers to ensure cleaning is carried out.**
* Book and co-ordinate repairs and routine maintenance with contractors, liaising with volunteer caretaker and/or grounds staff as appropriate.
* **Managing large-scale projects eg installation of security fencing and purchase of new boiler at OLSP. Identifying 3 contractors with costs and presenting these to the PFC. Preparing report for Building and Sites Committee. Overseeing installation and, as a keyholder, opening up and closing Church and grounds for contractors**
* Draft and publish weekly parish newsletter.
* Maintain parish noticeboards.
* Update and maintain the parish website.
* Preparation and circulation of rotas liaising with volunteers as required.
* Maintain parish records, submitting parish returns to the curia in a timely manner as required.
* Maintain and update parish registers.
* Undertake parish administration associated with baptisms, weddings and funerals, ensuring all involved are kept fully informed. **Responding to requests for copy certificates.**
* **Preparing all documentation for Sacramental Programmes (Baptism, FHC, RCIA and Confirmation). Keeping records of attendance and chasing required information. Producing Certificates.**
* **Attending the Parish Pastoral Council 4 times a year; liaising with Chair to produce agenda, producing minutes and following up on actions.**
* **Manage the Safety Toolbox system, ensuring required works are carried out and certificates are uploaded.**
* Co-ordinate the list of sick and housebound parishioners, and other parish groups/activities.
* **Manage** requests for mass intentions and foundation masses.
* Ensure appropriate licences are in place and up to date.
* Recruit and supervise volunteers as required/advised by the parish priest.
* Support the parish priest with additional tasks as required.

**Taken out:**

* Monthly recording of Mass Stipends and Stole Fees to the Priest. **The Parishes are looked after by the Sacred Heart Fathers who do not receive Mass Stipends or Stole Fees which are paid to the Churches.**

**Experience and qualifications required for role:**

The post of Parish Administrator requires a person with previous experience in a similar position and the appropriate level of skills and competencies to carry out this diverse role.

**Essential skills and competencies:**

* Financial administration skills
* Ability to remain focussed under pressure and meet deadlines while working with excellent attention to detail.
* Excellent IT skills, including Microsoft office suite, and social media formats.
* Excellent administration, office, and diary management skills.
* A positive, friendly and approachable manner when welcoming visitors, parishioners and volunteers.
* Experience of dealing with people from a wide range of backgrounds, ages and abilities; excellent interpersonal and communication skills and a patient manner necessitated by the unpredictability of parish life.
* Ability to work unsupervised, using initiative to deliver quality standards of work; also, able to work as part of a team.
* Excellent planning and organisational skills and attention to detail.
* Flexibility and adaptability to changing priorities.
* Ability to draft clear and accurate documents/reports for various audiences.
* Willingness to embrace new ideas and processes.
* Sound judgement to determine what should be referred to the parish priest and other members of the team for approval, agreement or information, and what can be dealt with independently.
* Maintain strict confidentiality at all times.

**Desirable skills and competencies:**

* Educated to A level, or equivalent qualification, or experience in administration.
* Experience in finance administration.
* Experience of working in an office in a business or charitable setting.
* Knowledge of safeguarding and GDPR principles (training will be given).

**Personal attributes:** Personable, reliable, hardworking, confidential.

**Way of working:** As partof the team serving the Parish.

**Key Internal Contacts:** Line Manager/Parish Priest, parish volunteers, parishioners. There are no subordinate staff.

**Key External Contacts:** Curia staff, diocesan insurers, appointed agents and advisers, suppliers and contractors, especially IT, communications and equipment support specialists, and diocese-wide professional services providers.