



## Parish Administrator

### St Joseph's RC Church, Penketh

An exciting opportunity for an experienced and highly organised Parish Administrator to join the parish working closely with Father Raymond Anyanwu. You will be based in the parish office located within the presbytery at Meeting Lane, Penketh, WA5 2BB.

This is a permanent position, working 15 hours per week, Monday to Friday, 9am-12pm. The salary is £11,357.14 per annum (FTE £26,500).

5 weeks' holiday plus bank holidays (pro-rata), a pension scheme and other benefits are available.

#### About the Role

The Parish Administrator will provide high-quality administrative and financial support to ensure the smooth running of day-to-day parish operations. Key responsibilities include maintaining parish registers, parish admin and issuing certificates for baptisms, weddings, funerals, and other sacramental records. Producing weekly newsletters, liaising with parishioners, contractors and Archdiocesan Officers.

The successful candidate will also be required to use accounting software, experience in Xero preferred.

#### We are seeking a candidate who:

- Demonstrates excellent written and verbal communication skills.
- Has proven experience in a similar administrative role involving a wide range of financial and administrative tasks.
- Proficient in Microsoft Office applications (Word, Excel, Outlook)
- Can work Independently, manage parish diary's and prioritise task to meet deadlines.
- Display discretion, confidentiality and professionalism at all times.
- Monitor statutory compliance matters e.g. Gas, fire alarm systems, legionella, asbestos.

#### How to Apply:

Visit the careers page on our website <http://www.liverpoolcatholic.org.uk/careers> to apply online.

#### Closing Date: 2<sup>nd</sup> July 2026

Please note that the information you provide in your application will be used only for the purpose of recruitment and selection and will be held in accordance with the Data Protection Act 2018.

