

Job Title:	Parish Administrator (Admin and Finance)
Reporting to:	Parish Priest
Location	Archdiocese of Liverpool

Mission Statement

“Taking to heart the last words of the Lord Jesus, we will go into the world to proclaim the Good News to the whole of creation.”

Job Summary

To provide a highly professional and confidential administration support service to the Parish Priest and Parish, in all areas of general, Vocation and financial administration ensuring sensitivity at all times.

Day to Day Responsibilities

1. Manage all incoming email, telephone calls and enquiries from visitors, liaising with the Parish Priest and other personnel where appropriate.
2. To undertake general administration duties including filing, photocopying, printing, creating and archiving records.
3. To ensure the parish office is maintained in an orderly manner, ensuring that all records are secure, confidential, up to date and archived when necessary.
4. To inform the Parish Priest in all aspects of work where there are concerns regarding security or safety to presbytery workers, volunteers or parish members.
5. To assist and fully support the Parish Priest and the Pastoral Team in the completion of related objectives for the Parish and deanery.

Parish Administration Responsibilities

6. Issue certificates and documents relating to baptisms, weddings, funerals, masses and maintain Parish registers and records in a presentable manner.
7. To monitor petty cash in the Parish, make payments for items as requested by the Parish Priest and maintain a record of receipts.
8. To order stationery and maintain an inventory of office requisites, church publications and other parish resources/materials in conjunction with the Parish Priest.
9. To update the Parish website ensuring that the information available is accurate at all times relating to parish events, activities, service times and any other appropriate information.
10. Co-ordinate meetings by preparing agendas and typing and distributing any minutes in a timely manner.
11. To liaise with clergy, parishioners, volunteer workers, funeral directors, school staff and the general public, assisting with enquires where practically possible and referring them to the Parish Priest where appropriate..

Financial Responsibilities

14. To maintain and update the parish financial records (paper and electronic) in accordance with parish administration procedures ensuring all records are maintained accurately, ensuring all parish financial information remains confidential in accordance with GDPR.
15. To complete parish cash sheets showing transaction of monies coming in and out of the parish for submission to the Diocesan accounting system and accountants.
16. Processing vocational accounts, receipts and expenses as appropriate, including liaising with the accounts payable team where necessary.
17. To liaise with the accounts team where necessary to ensure any gift aid monies received and processed by volunteers has been accurately recorded on the parish cash sheet before being submitted.
18. To pay invoices and bills authorised by the Parish Priest and produce cheques for signature where appropriate.

19. To bank monies received on a weekly basis in agreement with the Parish Priest.
20. Where necessary, set up standing orders and direct debits from the parish account and respond to hire purchases as requested.
21. Undertake any other parish accounting requirements as directed by the parish priest or diocesan accountants

General

1. To assist and fully support the Parish Priest in the completion of related objectives for the Parish and deanery.
2. Where necessary, attend, support and contribute to in house and external training programmes to aid continuous individual development.
3. At all times act in a professional and appropriate manner and actively promote the ethos of the Archdiocese of Liverpool.
4. To undertake such other duties as may reasonably be required of you that are commensurate with your level of responsibility and experience.

Confidentiality

During your employment, you may gain knowledge of confidential matters, which may include personal and/or business-related issues. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

Data Protection

Where it is a requirement of the job for the post holder to use computers or other information technology, he/she will be required to ensure that security procedures are followed as appropriate and that confidential information for example, passwords, is not communicated to unauthorised individuals.

Safeguarding

The post holder, during the execution of this role, is likely to come into regular contact with children and vulnerable adults. At the date of issue, this role, having been assessed by the Archdiocesan Safeguarding Section, has been deemed to not require a Disclosure and Barring Service check.

Health and Safety

All employees are required by Section 7 of the Health and Safety at Work Act to take reasonable care of their own health and safety and that of others who may be affected by their acts and omissions.

Display Screen Equipment Users

Section 39 of the Employee Handbooks states that employees who, following a suitable assessment, are deemed to be a Display Screen Equipment (DSE) User will be eligible to have an eye test funded by the Archdiocese of Liverpool and, where necessary, financial support towards the costs of lenses.

This post does require the job holder to habitually use DSE as part of their normal work and therefore is classed as a Display Screen Equipment User.

Voluntary Duties:

During your employment, should you wish to engage with any activities in your local parish community, these are deemed voluntary in nature and must be undertaken outside of your contractual working hours, as they do not form part of your employment with the Archdiocese.

General Clause:

This job description is not intended to be exhaustive but to indicate the main responsibilities of the post and may be amended from time to time after consultation with the post holder. Any changes will be agreed in conjunction with the designated line manager.

Signed by Employee: **Date:**

Print Name:

Signed by Line Manager: **Date:**

Print Name:

Qualifications	Essential
	• Good standard of general education • Excellent verbal and written skills
	Desirable
	• International Certificate of Digital Literacy or equivalent (i.e., CLAIT Level I or II or RSA Level III) or equivalent experience
Experience	Essential
	• Experience of working in a similar administrative role/undertaking a broad range of administrative tasks • Experience of working in a busy office environment. • Experience of managing petty cash and recording income and expenditure including maintaining electronic and paper based financial records
	Desirable
	• Previous experience of 'Xero' accounting system or other accounting system and bookkeeping • Experience of managing petty cash, invoices and expenses • Basic experience of financial spreadsheets • Experience of maintaining and updating websites
Skills and Knowledge	Essential
	• Excellent telephone, face to face communication skills • To be a team player with the ability to develop effective working relationships with clergy, volunteers, parishioners, schools, other diocesan staff and general public. • Excellent time management skills with the ability to organise and prioritise your workload to meet deadlines. • Ability to work unsupervised and use own initiative • IT Literate with a working knowledge and application of Microsoft Office (Word, Excel) and email
	Desirable
	• Ability to update websites and maintain social media accounts • Knowledge of local parish community
Personal Attributes	Essential
	• A commitment to the ethos and mission of the Roman Catholic Church • An appreciation of the need for sensitivity and confidentiality • Flexible work attitude towards tasks undertaken • A proven ability to engage sensitively with vulnerable people • A strong desire to help and assist people