



Administrator for Inter-Diocesan Fuel Management Limited

Job Title:	Administrator
Location:	Curial Office, Birkenhead, Wirral.
Reporting to:	Team Manager
Hours of work:	35 hours per week
Salary:	£27K to £28K depending on experience. On completion of a satisfactory probationary period 6% employer pension contributions, permanent health insurance and death service benefits.

Outline of role:

Inter-Diocesan Fuel Management Limited is a Catholic organisation purchasing gas, electricity, fuel oil and biomass for all Catholic Dioceses in England and Wales, taking advantage of the better buying power that working together brings. It is ahead of its time in community buying and is now a long-standing, stable organisation that supports the work of parishes. The role is working with others in the department processing invoices, collecting data and supporting the work of the company as it grows.

Duties and responsibilities:

With the support of the Team Manager, the successful candidate will:

- Process invoices as received, carrying out data checks and identifying anomalies.
- Data entry / updating filing, scanning, and maintaining in house systems.
- Support with onboarding new sites.
- Handle inbound telephone calls/queries.
- Adhere to deadlines and manage quick turnaround.
- Produce reports for Diocese/Board of Directors.
- Proactively respond to customer correspondence/queries/emails.
- Administrative duties as required.

Person Specification:

- Ability to communicate clearly and professionally with a good telephone manner.
- Solid organisation skills with the ability to prioritise changing workloads.
- Experience of working at a similar level in an office environment.
- High level of accuracy and attention to detail.
- Ability to work as part of a fast-paced energetic team as well as working alone.
- Creative and forward-thinking.
- Excellent MS Office products – Excel, Word and Access preferable.

Please email CV to Pauline McCulloch recruitment@dioceseofshrewsbury.org

Closing date Friday 18 September 2026