

Our Lady of Perpetual Succour, Bulwell and Holy Cross Hucknall

Job Description – Parish Administration Assistant

Job Title:	Parish Administration Assistant, based in Bulwell
Main Purpose of Post	To work with the parish clergy and parishioners to maintain the smooth running of the parish in all administration matters
Responsible to:	The Diocesan Trustees, through the Parish Priest and Chair of the Parish Pastoral Council
Hours	15 hours a week, to be worked according to an agreed pattern.
Salary	£10 per hour

Duties and Responsibilities:

a) General Administration

1. Be the first point of contact for routine enquiries by phone, email, post or in person.
2. To open and deal with post, passing items onto the clergy as necessary.
3. Filing and photocopying; maintaining orderly office systems.
4. Order parish consumables; candles, altar breads, wine, catechetical resources. Items for clergy.
5. Maintain a list of suppliers and trades.
6. Maintain the Parish Priest's diary and diary of the Parish Centre.
7. Maintain a list of passwords to various suppliers and parish resources.
8. Manage Parish Centre bookings and follow up after bookings.
9. Produce and copy a weekly parish bulletin.
10. Maintain a parish contact list/census and list of sick and housebound parishioners.
11. Keep records of building maintenance and contracts.
12. Organise maintenance jobs in the presbytery.
13. Maintain a Mass intention register.
14. Produce and print booklets for weddings and Baptisms.
15. Organise Baptism classes for Baptisms.
16. Maintain church registers.
17. Maintain rotas for musicians, readers, counters, Extraordinary Ministers of Holy Communion and other groups.
18. Produce and print weekly evening prayer.
19. Assist clergy and parishioners in the copying and distribution of catechetical resources.
20. Manage and upload information to Parish Website.
21. Maintain backups of data stored on the parish laptop.
22. Administration assistance for the Sick & Retired Clergy of the Diocese.
23. Other general administrative tasks as necessary.

b) Financial administration

1. Expenses; check, record and issue payment for all clergy and parish expenses (weekly)
2. Check Credit Card statements against all receipts.
3. Check paying in book against analysis sheets and bank statements (weekly/monthly)
4. Liaise with volunteers to ensure the close analysis of all parish financial matters

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5. Maintain records of all parish source income (Parish Centre, Mass stipends, Baptism offerings).
 6. Prepare all cheques for signature, ensuring all bills are paid in a timely fashion
 7. Assist in the keeping of all financial records and the production of the Annual Return.
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- Undertake training and development opportunities related to the post as agreed with the Parish Priest
 - Liaise with Diocesan and other Parish Admin staff/volunteers to ensure close cooperation and quality control
 - To carry out any other reasonable duties within the overall function commensurate with the grading and level of responsibility of the post and reasonably requested by the Parish Priest.

At all times the post holder is required to work to, and within, the Mission Statement and policies of The Nottingham Diocesan Catholic Diocese and to have regard to the teachings of the Catholic Church.

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Person Specification – Parish Administration Assistant

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • GCSE Maths and English at grade C or above (or equivalent) 	<ul style="list-style-type: none"> • Accredited IT qualification • Accredited finance qualification
Experience	<ul style="list-style-type: none"> • General administration or similar 	<ul style="list-style-type: none"> • Administration work in a charity/educational setting.
Personal qualities	<ul style="list-style-type: none"> • Attention to detail • Trustworthy • Flexible • Polite • Professional • Positive attitude • Uses initiative • Learns and adapts easily • Friendly • Works effectively with others • Reliable • Presentable with awareness of good personal hygiene • Discretion 	<ul style="list-style-type: none"> • Understanding of and sympathy for the Catholic faith • An understanding of Data Protection Principles • Confident and assertive • Creative • Conscientious • Proactive
Job or technical knowledge/skills	<ul style="list-style-type: none"> • Effective use of Microsoft Word or similar applications • Effective use of finance and accounts package • Ability to email and access information via the internet 	<ul style="list-style-type: none"> • Effective use of Microsoft Excel and Access
Administration and organizational knowledge/skills	<ul style="list-style-type: none"> • Accurate • Methodical • Ability to prioritise work • Able to work to deadlines 	<ul style="list-style-type: none"> • Experience of developing office systems
Communication skills	<ul style="list-style-type: none"> • Clear speech/voice • Legible handwriting • Letter and email writing • Ability to communicate with a wide variety of people of all ages 	<ul style="list-style-type: none"> • Good negotiation skills • Complaint/compliment handling