



Archdiocese of Cardiff

Parish of All Saints Newport

Parish Finance & Operations Manager

The Roman Catholic Archdiocese of Cardiff, Parish of All Saints Newport is a large parish comprising of nine churches attended by a diverse congregation. The parish seeks to appoint a finance and operations manager to support the parish priest in the day-to-day running of the parish and financial administration.

The role will involve the preparation of the annual parish accounts using a computerised book keeping system as well as preparing quarterly management accounts for the parish priest and Finance Council.

The role will also involve various aspects of parish administration including procurement of supplies, managing volunteers, health & safety and other administrative duties.

A full job description and person specification is available on request.

For further information/informal discussion about this role, please contact David Evans on 02920 374148 (option 2).

Salary £25,000 – 30,000 per annum depending on experience

35 hours per week

For an application, pack please contact:

HR Department
Archdiocese of Cardiff
41-43 Cathedral Road
Cardiff
CF11 9HD

e-mail: hr@rcadc.org

Tel: 02920 374148

Application deadline 5pm on Friday 3 April 2020

Interviews will take place on the week commencing 20 April 2020.