



Archdiocese of Cardiff

<u>Job profile:</u>	Parish Finance & Operations Manager
<u>Location:</u>	Parish of All Saints Newport
<u>Reporting to:</u>	Parish Priest
<u>Job Reference No:</u>	ADM – ASN 1

Job Purpose:

To provide administrative support to the parish including office administration, secretarial and accounting duties
To supervise and facilitate the day to day administrative operations of the parish in close co-operation with the Parish Priest, Assistant Priests, Deacon(s) and other members of the parish team (PAC, finance, health and safety and safeguarding) ensuring confidentiality and sensitivity at all times.

Main areas of responsibilities

1. To undertake day to day secretarial, finance and administrative tasks ensuring GDPR compliance
2. To co-ordinate parish, deanery and school communications
3. To organise and support liturgical and other parish events
4. Management of buildings including rental properties.
5. To ensure compliance with Health and Safety legislation including the management of the Safety Toolbox

1. To undertake day to day secretarial and administrative tasks

- To undertake general administration duties including filing, photocopying, printing, creating and archiving records
- To assist with correspondence, typing and production of certificates as required by the parish priest. This will include typing of the parish newsletter, mass sheets, liturgy books and notices
- To undertake diary management of parish appointments and events
- To be responsible for ordering all church and parish equipment, stationery and maintaining office equipment
- To prepare papers and circulate minutes for the Finance Committee and Parish council
- To co-ordinate meetings by preparing agendas and typing and distributing minutes in a timely manner
- To establish and maintain an efficient filing system for parish correspondence, records etc. that is recognised by the Diocese and acceptable to diocesan auditors.
- To undertake any other ad hoc administrative duties as required

Parish accounts

- To enter all income and expenditure onto the Diocesan finance system, Quickbooks
- Completing monthly bank reconciliations to ensure that the accounts are up to date and correct
- Completing Annual Financial Return at year-end and submitting to the Diocese by the deadline date
- To maintain a cash float for the parish agreeing to a float and the entries on Quickbooks
- To enter company credit card purchases onto the accounts system and ensuring receipts are attached
- To prepare quarterly reports for the Parish Finance Committee quarterly meetings
- To enter all recurring receipts from parishioner donations onto Quickbooks
- To liaise with Parish volunteers in respect of all monies, collections and offertory counting
- To ensure third party payments are recorded, banked and paid out appropriately
- To undertake any other parish accounting requirements as directed by the parish priest, finance committee, parish treasurer or diocesan treasurer

Planned giving

- To maintain a register of all Parishioners involved in Planned Giving
- To administer all registrations, changes and amendments including the ordering and preparation of gifting envelopes
- To liaise with parishioners as necessary and responding to queries
- To record all monies given by envelope, bankers order and cheque
- To administer the Gift Aid system on Excel
- To produce the year-end "Turnaround" report for the Diocese
- To ensure GDPR compliance

2. To co-ordinate parish, deanery and school communications.

- To act as the first point of contact, answering emails, the telephone and front door and pass them on in an appropriate manner
- To oversee the setting out, typing and printing of the weekly newsletter
- To update parish noticeboards
- To maintain and keep up to date the parish website and update and monitor social media as needed
- To maintain databases for parish groups and general parish database
- To compile the annual pastoral statistics report from the Sept/ Oct parish count, registers and sacramental programs

3. To organise and support liturgical and other parish events

- To manage the booking and day-to-day running of the various parish meeting rooms
- To prepare papers and certificates for baptisms, weddings and funerals (the sacraments)
- To prepare mass intention sheets and liturgy books as required
- To ensure all records are kept up to date (i.e. marriage and baptism) are secure, confidential, and archived when necessary
- To support the parish priest in various activities and working alongside other staff and volunteers.
- To encourage and facilitate volunteers in accordance with the parish Priest's wishes
- To undertake any ad hoc duties as required relating to this area.

4. Management of buildings including rental properties

- Key-holder and maintenance of key-holder register
- Oversee the maintenance of the church building, grounds and church equipment and comply with any maintenance and service contracts held by the parish (for example alarm services, boiler inspection and fire appliances)
- To deal with diocesan surveyors and contractors as appropriate ensuring that any maintenance issues are logged and dealt with
- To ensure trade waste and domestic waste and recycling are dealt with appropriately
- To correspond with the letting agent in respect of the managing the maintenance and tenanting of the any rental properties owned by the parish

5. Health and Safety

- To ensure compliance with Health and Safety legislation including the management of the Safety Toolbox
- To work with the parish health and safety officer to ensure compliance and the maintenance of the health and safety toolbox
- To ensure the fire safety log is up to date

Person specification: Parish Operations & Finance Manager
Contract Type: Permanent
Salary: £25 - £30,000 per annum depending on experience
Hours of work: 35 hours per week (Monday to Friday 9am to 5pm with a 1-hour unpaid lunch break) flexibility for some evening and weekend working

Experience required:

1. Relevant experience in a similar position ideally with some experience of financial accounting computer programmes/bookkeeping
2. An understanding of the social and moral teachings of the Catholic Church

Competences required:

1. Excellent organisational skills, able to prioritise and meet tight deadlines
2. Ability to work within a small team, other paid staff and volunteers.
3. Ability to handle challenging people and situations
4. Ability to work alone, using initiative
5. Ability to adopt a flexible approach, there may be some evening and weekend meetings/ functions to attend
6. Ability to work with complete discretion and confidentiality
7. Ability to project a friendly, professional manner, both in person and on the telephone and via written communications

Qualifications required:

1. A good level of education to include Maths and English to GCSE grade B level or equivalent
2. Intermediate Microsoft Office programs, including Word, Excel, PowerPoint and Outlook

N.B This is not intended to be a comprehensive description of the duties of the post. The post holder may be required to undertake other related duties as required

Application Closing Date: Friday 6th November 2020