



PARISH ADMINISTRATOR (One day per week)

JOB DESCRIPTION AND PERSON SPECIFICATION

Introduction:

We are looking for a skilled administrator to work closely with the Rector, clergy, churchwardens and treasurer, supporting parish administration, room bookings, payments, invoicing and the accurate recording of income and expenditure. This is a varied and worthwhile role at the heart of a parish church community. It would suit someone who is organised, reliable, approachable and able to work both collaboratively and independently.

St Mary's is a small, friendly and inclusive Church of England church near Kennington tube station, South London. We are a diverse Christian community rooted in worship, welcome and service, seeking to build community and nurture faith. This part-time role supports that mission by providing practical administrative and finance support to the Rector and helping the day-to-day life of the church run smoothly.

Tasks and responsibilities

The following list gives a strong indication of the regular tasks and responsibilities. Induction and training will be given where required.

- Preparing, printing and organising Sunday service sheets and other worship materials
- Other reprographic and administrative tasks, including printing, copying and laminating
- Monitoring the church email accounts and forwarding or responding to emails as appropriate
- Processing bookings for external users of the church building
- Processing Banns of Marriage by completing the banns register and certificates
- Monitoring and ordering consumables such as toilet roll, cleaning products, office supplies and refreshments, using the church debit card where appropriate
- Creating and sending invoices to groups who use the church building
- Paying invoices from musicians, contractors and other suppliers
- Paying clergy expenses once authorised by the Treasurer
- Using QuickBooks to record expenditure and income against the correct categories
- Assisting with Gift Aid applications to HMRC
- Liaising with the Treasurer to assist in completion of the annual parish financial return
- Updating parish website as needed
- Recording cash and electronic donations in QuickBooks
- Undertaking other reasonable tasks requested by the Rector
- Designing occasional flyers and adverts for events

Person specification

The Administrator does not have to be a Christian, but it is important that they are supportive of the aims and ethos of St Mary's as an inclusive Church of England parish church.

Essential qualities and skills:

- A clear DBS certificate and suitability to work in an environment where children and vulnerable adults may be present
- An understanding of safeguarding principles and practice, and a willingness to undertake safeguarding training, including how to raise concerns
- An approachable, friendly and professional manner
- Ability to work flexibly as part of a team and to co-operate well with a line manager
- Discretion in the handling of confidential information
- Trustworthy and accountable
- Strong written and verbal communication skills
- Strong ICT skills, including knowledge of Microsoft Office and email
- Willingness to undertake training in using QuickBooks

Desirable qualities and skills:

- Prior experience or knowledge of the Church of England and its parochial structure
- An understanding of Anglican liturgy to assist in the preparation of service sheets
- An interest in church music, liturgy or community use of church buildings
- Prior experience of bookkeeping or basic finance administration
- Prior experience of using QuickBooks or similar accounting software

Line management:

The Administrator is line managed by the Rector and works closely with him.

This line management may be delegated to another member of licensed clergy or to a churchwarden when the Rector is on leave.

Induction and any necessary training will be given.

Time commitment and working pattern

- 8 hours per week, equivalent to one day
- There is some possibility of flexible working, although the Administrator would be expected to come into the church office for part of their weekly hours
- We would consider a term-time only arrangement for the right candidate

Contract terms and remuneration:

The role will be paid at the level of the London Living Wage.

There will be a three-month probation period.

The remaining contract terms will be agreed with the successful candidate prior to appointment, depending on their situation and preferences.