

# All Saints' Parish Antrim

<b>Post</b>	Parish Finance and Administration Officer
<b>Employer</b>	The Select Vestry of All Saints' Parish, Antrim
<b>Location</b>	The Parish Office in the Parish Centre, Railway Street, Antrim
<b>Responsible to</b>	The Select Vestry and Vicar (Line Manager)

## Key Responsibilities

The person appointed will be required to provide a point of contact for parishioners and administrative support for the Vicar and clergy team, Hon Treasurer and other persons involved with parish worship and administration in a voluntary capacity. The person appointed will be expected to ensure and maintain confidentiality at all times.

## Financial duties

In this new role with financial responsibility for parish funds, to assist the Hon Treasurer and finance personnel as required. This will include electronic recording of Freewill Offering payments, all Parish income and expenditure, making bank lodgements and electronic payments, assisting with annual reports and financial commitments etc. Issue invoices for the use of the Parish Centre by external agencies. Receive, receipt and account for all payments for the Parish Centre.

## Summary of duties

Day to day administrative support including the use of various computer packages including Microsoft Word (including mail merge), Excel, PowerPoint, Outlook (email and calendar) and Publisher, and the use of the internet.

Provision of a professional and friendly "front of house" service for the Parish. To deal with phone calls, emails and post and pass promptly to those who should action it.

Printing and collation of information and preparation of all documents and reports as requested by the Vicar, including service sheets, power point presentations for Sunday Services and the Parish Magazine. Maintain the weekly reading rota and distribute readings well in advance.

Maintain and update all parish documents and records through monthly contact with clergy and organisation leaders, eg flower rota, weddings, baptisms, burials, Parish Magazine distribution and booking system for Parish premises; fully briefing the catering team and Sexton on requirements. Maintain an appropriate and easily accessed secure filing system and ensure all records are stored in compliance with the Church of Ireland GDPR regulations.

Ensure insurances and licenses for church buildings are kept up to date and maintain weekly record of fire alarm tests in parish centre.

Maintain the parish website, Facebook and social media pages and ensure they are kept up to date. Keep parish notice boards up to date and tidy.

Attend meetings of the Select Vestry and the Easter General Vestry. Prepare agendas, produce minutes of the meetings and circulate them promptly to the members.

Order stationery supplies for the parish as required and oversee the maintenance of equipment in the Parish Office in compliance with any maintenance and service contracts held by the parish.

To undertake any other duties as requested by the Vicar that fall within the scope of the post. To attend training courses relevant to the post as required.

## **Terms of Appointment**

Salary:	£12 per hour
Salary Review:	Inflationary rises will be provided at the discretion of the Select Vestry and reviewed on an annual basis.
Hours:	12 hours per week, normally 9.30am to 12.30pm for 4 days or 9.00am to 1.00pm for 3 days (these days can be discussed). Flexibility around working from home in school holidays will be considered. Will also be required to attend monthly evening meetings of the Select Vestry.
Probationary Period:	The post will be subject to a six-month probationary period. After successful completion, the post will be confirmed.
Holidays:	20 days paid holidays per year (pro rata) plus statutory holidays. (A paid holiday will be defined as a 3.00/4.00 hour period, in line with working arrangements and these are pro-rata in line with the hours worked).
Pension:	A workplace pension is available.

### **Please note:**

- Short listing will be carried out on the basis of the essential criteria set out.
- A number of short tests relevant to the post will be carried out at interview.
- All Saints' Parish reserves the right to enhance the criteria should the volume of applications so warrant.
- Appointments are subject to verification of appropriate qualifications.
- Canvassing, either directly or indirectly, will be an absolute disqualification.
- We will review this Job Description and it may include any other duties and responsibilities we determine in consultation with the jobholder. We do not intend it to be rigid but rather to provide guidelines within which the jobholder works.

## Person Specification

Criteria	Essential	Desirable
Qualifications and Training:	<ul style="list-style-type: none"> <li>• Educated to GCSE level or equivalent, including English and Maths or NVQ Level 2 (Administration) or equivalent of above.</li> <li>• OCR/RSA Stage 2, parts 1 and 2 Word Processing</li> <li>• Equivalent qualifications /experience considered</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to A-level standard or NVQ Level 3 or equivalent.</li> <li>• Working knowledge of Microsoft Publisher.</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>• Sound working knowledge of MS Office to include Word, Excel, Power Point and Outlook.</li> <li>• Previous experience of providing administrative support.</li> <li>• Experience of recording, balancing and reconciling financial transactions</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of payroll.</li> </ul>
Skills & Aptitudes:	<ul style="list-style-type: none"> <li>• High level of Interpersonal and organisational skills including:</li> <li>• High level of personal drive and determination with ability to work with minimal supervision.</li> <li>• Ability to work to a high standard of accuracy with attention to detail and excellent follow-up skills.</li> <li>• Excellent customer service and support skills including a high level of both written and verbal communication.</li> <li>• Professional and pleasant telephone manner.</li> <li>• Evidence of ability to meet deadlines.</li> <li>• Evidence of ability to engage with a wide range of people.</li> <li>• Excellent time management skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to set up and maintain computerised systems.</li> <li>• Ability to manage social media sites.</li> <li>• Experience in prioritising work and handling multiple tasks.</li> <li>• Ability to handle sensitive queries and to work in an environment of confidentiality.</li> </ul>
Knowledge:	<ul style="list-style-type: none"> <li>• Willing to work within the Christian ethos of the Church of Ireland.</li> <li>• Awareness of Safeguarding practice</li> </ul>	<ul style="list-style-type: none"> <li>• Able to demonstrate an understanding of the core values of All Saints' Parish and the Church of Ireland</li> </ul>

If called for interview, candidates will be expected to bring certificates etc to confirm the qualifications mentioned in their application form.