

# THE CATHOLIC DIOCESE OF NORTHAMPTON



**JOB TITLE:** Parish Secretary

## MAIN RESPONSIBILITY

To provide an efficient and effective secretarial, and financial administrative support to the Priest in Charge. To assist the Priest in fulfilling his duties for both the Mission of the Parish, Diocese and wider Catholic community.

**RESPONSIBLE TO:** The Priest in Charge

**LOCATION:** St Augustine's, Heelands

## MAIN DUTIES:

### Secretary Duties

- Manage Parish correspondence and enquiries, confidentially, professionally, effectively and efficiently
- Create weekly Parish Newsletters/ Bulletins to include Bidding payers and Welcome to Mass.
- Processing Mass intention bookings.
- Manage parish pastoral appointments on behalf of and in conjunction with the Parish priest
- Manage Wedding, Baptisms & Funeral bookings – ensuring all generated communication are managed effectively and efficiently
- Collate and communicate collection box numbers.
- Manage and maintain Parish filing systems and archives.
- Accurate completion of all Parish registers
- Completion and return of Marriage details to the appropriate Local Authority.
- Provide any statistical data and information required by Diocese or Schools as requested and / or required
- Managing, collating, publishing and distributing meeting minutes as required

## **Financial Duties**

- To hold responsibility for the management of all financial records including - Parish income and expenditure records
- To hold responsibility for ensuring all invoices are processed
- Completing a monthly check of the bank statements entering all standing orders onto the appropriate spread-sheet.
- To complete bank account reconciliation and balance sheet returns.
- Collating and completing all quarterly figures and completing the Quarterly return to the Diocese.
- Completion of the Bi-annual Gift Aid return to include checking of information to ensure accuracy.
- Annual ordering and organising of the collection boxes for the coming year including labelling and distribution of the boxes.

## **SPECIFIC SKILLS**

- Able to work on own initiative, constructively, effectively and efficiently
- Excellent organisational and time management skills, able to prioritise and manage differing workloads and demands and manage relationships with key stakeholders
- Excellent attention to detail and accuracy
- Excellent verbal, written and electronic communication skills
- Technologically competent – fully computer literate including, Microsoft Word, Excel, Internet Explorer, Outlook.
- Experience in finance processes such as account reconciliation, returns and balance sheets.

## **PERSONAL QUALITIES**

- Empathetic to the mission of the Catholic Church
- Robust interpersonal skills and able to relate to and communicate with people from a range of diverse backgrounds.
- Has a good sense of humour, flexible and adaptable.
- Self-motivated, able to take initiative, and has a generous 'can do' attitude.
- Solutions oriented with a proactive approach to problem solving
- Trustworthy and discreet with an awareness of appropriate data protection legislation