



## **CATHOLIC DIOCESE OF PORTSMOUTH**

A vacancy has arisen for the role of **Parish Bookkeeper and Administrator** to work in the parish office at Immaculate Conception Church, Portswood, Southampton.

The role involves management of the Parish's financial requirements as well as an outstanding organisational ability to help keep the parish office running smoothly.

**Hours of work – 8 hours per week –** (Days and times to be negotiated with the Parish Priest)

**Commencement Date: from April / May 2020**

### **Essential Experience and Qualifications required for the role:-**

- Experience of financial procedures including ability to:
  - Handle invoices
  - Process charity payments
  - Process mass intentions
  - Carry out month end procedures
- Computer literate with experience of Microsoft Windows operating system, skilled in Microsoft Word, desktop publishing, Microsoft Excel spreadsheets and database management as well as use of internet
- Experience using databases
- Experienced Administrator with excellent secretarial, time management and prioritisation skills.
- Excellent communication skills.

### **Personal Attributes:**

- Working independently for large parts of the week, the role requires professionalism, accuracy and attention to detail
- Sympathetic to the Ministry and Mission of the Catholic Church
- Self-Motivated and very flexible, with ability to work on own initiative and judgement without supervision, able to work under pressure, cope with change and deal with conflicting work demands.
- Diplomatic and discreet with a sympathetic nature and emotional resilience
- Be a strong team player working with key a wider range of people within the parish

For an application form and job description please go to the parish website:- [www.immaculateconception.church/resources](http://www.immaculateconception.church/resources)

**Enquiries:** Please email [portswood@portsmouthdiocese.org.uk](mailto:portswood@portsmouthdiocese.org.uk) containing the word "Confidential" in the subject for a personal reply.

**Closing date for applications:- 9<sup>th</sup> April 2020**

**Interviews dates will be agreed with shortlisted candidates.**

Applications in writing should be made to:

**C/O Dr. Anastasia Lungu-Mulenga**

**Immaculate Conception Church, 346 Portswood Road, Southampton  
SO17 3SB**

*(See below for full job description)*

**Roman Catholic Diocese of Portsmouth**

**JOB DESCRIPTION**

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**Parish: Immaculate Conception Portswood, Southampton**

**Job title: Parish Bookkeeper and Administrator**

**Date of appointment: ASAP**

**Purpose of role:** The role involves management of the Parish’s financial requirements as well as an outstanding organisational ability to help keep the parish office running smoothly.

**Based at:** The Parish Office, Church of the Immaculate Conception, Portswood Road, Southampton SO17 3SB

**Hours of work – 8 hours per week**

Days and times to be negotiated with the Parish Priest. Regular meetings with Parish Treasurer and Parish Administrator to be agreed. Attendance of Finance Committee meetings one evening six times a year.

**Line Manager:** Rev. Father Dr A. Gatt.

For more information contact Dr. Anastasia Lungu-Mulenga  
[portswood@portsmouthdiocese.org.uk](mailto:portswood@portsmouthdiocese.org.uk)

Mark applications as confidential to  
**C/O Dr. Anastasia Lungu-Mulenga**  
**Immaculate Conception Church, 346 Portswood Road, Southampton**  
**SO17 3SB**

<b>Bookkeeping Responsibilities (5 hours per week but there maybe some flexibility)</b>	<b>Standards expected/How achievement will be measured</b>
Regular use of FINSYS and other diocesan databases	Accuracy of the transactions and completeness of ledgers
Receipting and initiating payments	Accuracy of the transactions and completeness of ledgers
Process Charity payments	Accuracy of the transactions and completeness of ledgers
Handle invoices and requests for reimbursements Accept cash and cheques paid into the office.	Accuracy of the transactions and completeness of ledgers
Process Cash Counter’s Statements	Accuracy of the transactions and completeness of ledgers
Process mass intentions	Accuracy of the transactions and completeness of ledgers

Process BACS payments	Accuracy of the transactions and completeness of ledgers
Carry out the month end procedures	Accuracy of the transactions and completeness of ledgers
Hall invoicing or regular hall users	Accuracy of the transactions and completeness of ledgers
Recording ledger payments and cash book	Accuracy of the transactions and completeness of ledgers
Reconciling accounts	Accuracy of the transactions and completeness of ledgers
Maintaining petty cash	Accuracy of the transactions and completeness of ledgers
If necessary, maintaining Order book for purchases funded from Parish.	Accuracy of the transactions and completeness of ledgers
<b>Administration responsibilities</b>	<b>Standards expected/How achievement will be measured</b>
Work collaboratively with the Parish administrator and cover key duties when she is away. Maintain communication log.	Smooth, harmonious office relationships
<b>Record keeping</b> Keeping parish registers up to date for Baptism, First Communion, Confirmation, Marriage and Deaths Keeping book of the dead up to date Updating Pamis (parish database) – New parishioners - Sacraments received - Deaths - Annual statistical return to the diocese - Keeping Health & Safety records up to date on Propsys	Parish Priest and Liturgical Lead
<b>Website</b> Maintaining diary of parish events on the website Other updating or improving of website	<b>IT Lead</b>
Updating and maintaining parish database (PAMIS)	
Provision of assistance for Parish Groups as requested/approved by Parish Priest (e.g. Sacramental Programmes, Pastoral & Finance Teams,) and those scheduling rosters for Readers and Ministers of Holy Communion. NB: This ideally would include one evening meeting a month.	To be agreed
*Carry out administration associated with Baptisms and funerals, ensuring all involved are kept fully informed.	<b>Feedback from priest and those associated</b>

Dealing sensitively and confidentially with parish requests and difficulties. Maintain consent log.	<b>No breach of confidence nor data protection</b>
Handling enquiries in the absence of the Priest wherever possible, and otherwise ensuring they are clearly passed on to the appropriate person.	<b>Enquiries do not need to be made a second time and standard operating procedures followed.</b>
Assistance in other areas when asked, such as admin support for pilgrimages, encouraging and working with volunteers where this is desirable and practicable.	<b>To be agreed</b>
<p><b>The post holder will be expected to maintain currency with data protection and relevant health, safety and legal requirements.</b></p> <p><b>The post holder will be expected to work collaboratively with the parish administrator and be able to provide mutual cover for key functions during any periods of absence.</b></p>	

**Regular Contact / Liaison with:**

- Parish Clergy, Parishioners including those with special responsibility and those with special needs (e.g. bereaved, homeless etc), volunteers;
- Clergy of other parishes, Bishop's Secretary, other Vicars General, Secretary to the Trustees, Diocesan staff;
- Local schools, Polish community centre and University chaplaincy.
- Church leaders of other faiths.

**Experience and Qualifications required for role:**

- Experienced Administrator
- Experienced financial management
- Computer literate with experience of Microsoft Windows operating system, skilled in Microsoft Word, desktop publishing, Microsoft Excel spreadsheets and database management as well as use of internet.
- Training will be provided on the PAMIS /FINSYS database system and dropbox.
- Excellent communication skills to promote effective interaction between clergy, area administrators, parishioners and parish teams/councils.
- Knowledge of parish and diocesan organisational structure (desirable).
- Experience of financial procedures desirable.

**Personal Attributes:**

- Sympathetic to the Ministry and Mission of the Catholic Church.
- Self-motivated and flexible, with ability to work on own initiative and judgement without supervision or support from colleagues or team, able to cope with change and work under pressure and deal with conflicting demands and differing personalities.
- Diplomatic, discreet with a sympathetic nature and emotional resilience.
- Strong team player.