

PARISH ADMINISTRATOR WHANGAREI

PART TIME – (20 hours per week)

About the Role:

You will need to report to the Parish Priest and the Management & Finance committee.

The priority is to maintain the Parish finances and Accounts in a format cognisant of the compliance requirements of the Charities Commission and to ensure the effective and efficient daily running of the Parish. In addition to the Parish finances the position requires that you oversee the maintenance of Parish Assets which include properties, vehicles and electronic equipment.

The work requires that you:

Bank the weekly collections, reconcile bank accounts and donations for taxation purpose, pay invoices and prepare documentation ready for authorisation by the Parish priest or his delegated authority.

Prepare Financial accounts monthly and annual for review by the Management & finance Committee. Advise the Parish Priest of all matters relevant to the finances of the Parish and consult with him as and when deemed necessary regarding Parish expenditure.

Act as Secretary to the Management & Finance Committee.

Prepare staff payroll, maintain leave records and ensure the contracts are compliant with Employment Law.

Instigate and coordinate repairs and maintenance to Parish buildings, vehicles and equipment in line with both short and long term building maintenance plans and parish vehicle replacement policy.

Maintain the Financial records of donors within Parish Pro on a weekly basis and prepare and distribute taxation receipts at the end of the Planned giving financial year (31st March).

Maintain the Parish Roll in liaison with the Parish Secretary for contact, financial and Register purposes (Sacramental program, baptisms and deaths).

Manage the general administration of the Parish including ordering supplies, stationery, repairs and maintenance. Ensure that all expenditure is authorised in accordance with Parish and Diocesan processes and delegations (see Diocesan Norms).

Requirements to be successful in this role:

Computer literacy – Microsoft Word and Excel skills are a must.

Prior experience in an administrative/accounting environment.

Familiarity with Accounting Software (MYOB Account Right and MYOB Essentials preferably). A basic accounting/bookkeeping qualification would be an advantage.

Sound money management and budgeting skills.

Familiarity and experience with electronic banking systems.

Cloud based systems experience.

Experience and knowledge of payroll systems and employment law (resources are available via the Diocesan Human Resource Team).

Have an eye for detail and be deadline driven, be able to organise effectively, be adaptable, multi task while maintaining a façade of calm and confidence.

Excellent verbal and written communication skills.

Compassionate, patient and pastoral approach.

if interested please contact the Parish with your relevant experience and relevant qualifications at Whangareicatholic.org.nz