

Parish Administrator / Bookkeeper: Role Description

Role Summary

This is a new post, for a Parish Administrator/Bookkeeper to support the Vicar and Treasurer at St Barnabas' church. It is an exciting opportunity to contribute to our mission and ministry in this community.

The role requires a calm individual with excellent organisational and interpersonal skills. Applicants must be confident using IT, able to work independently and manage a varied workload, maintaining confidentiality at all times. Sympathy with the Christian faith and a willingness to work in a church environment is essential.

St Barnabas PCC is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment and undertake appropriate safeguarding training.

Person Specification

Personal Attributes

- Well-developed administrative skills, accurate data entry and attention to detail.
- Excellent interpersonal/communication skills and sensitivity to the pastoral nature of the role, particularly when dealing with enquiries.
- An ability to maintain appropriate confidentiality is essential.
- Strong organisational and multitasking abilities.

Experience and Knowledge

- Experience of office working: planning and prioritising of multiple tasks with accuracy and attention to detail will be important.
- Experience of finance and double-entry bookkeeping.
- An understanding of the importance of safeguarding and the need to keep self and others safe.
- Knowledge of Church of England processes and practice is desirable.
- Experience of policies and procedures and the creation of associated documentation is desirable.

Skills

- Proficient in the use of IT:
 - Microsoft 365 (Outlook, Word, Excel and PowerPoint).
 - Web applications (for information, the following are used: iKnow, ChurchEdit, MyFundAccounting, Canva, plus various Church of England platforms).
 - Social media (we use Facebook and YouTube currently).
- Ability to work within current data protection legislation.
- Ability to work with graphics is desirable (for promotional materials: posters and social media posts).

Qualifications and Training

No specific requirements, but a good all-round education/training will be important and evidence of qualifications/training may be requested.

Contractual and remuneration

- Employer: Parish Church Council of Emmer Green and Caversham Park, St Barnabas.
- Pay: £15 per hour.
- Hours: 16 hours/week (four mornings Mon-Thurs), based in our Parish Centre, with some flexibility. Annual salary £12,480.
- Annual leave: 5 weeks' paid holiday.
- Pension scheme: in line with government workplace pension legislation.
- Reporting to: the Vicar.
- Since this is a new post, hours, roles and responsibilities will be reviewed at the end of year 1.

All subject to completing appropriate safeguarding checks, satisfactory references, confirmation they are a fit and proper person to act on behalf of the Parochial Church Council, and proof of eligibility to work in the UK.

Following successful appointment, training support will be provided especially for context-specific tasks, there will be a probationary period of 3 months and an annual review.

Roles and Responsibilities

Office Management and Administration

As this is a new role, one of the first tasks will be to work with the Vicar to establish a Parish Office: creating operational processes for managing the day-to-day administration of the parish. Ongoing tasks include:

- To be the first point of contact for church enquiries, responding to queries, routing them appropriately.
- Maintain the church's people database and calendars of events and room bookings.
- Compile and issue weekly email communications to church members.
- Maintain the Service Schedule rota (lectionary information and people schedules).

- Regular updates to our church website and 'A Church Near You' listing.
- Draft Sunday service slide decks (in PowerPoint, for completion by Vicar).
- Report the songs/hymns used in worship, for CCLI (copyright licence) reporting.
- Create promotional material (posters and social media content) for upcoming events and services.
- Update the church notice-boards.
- Compile and submit required diocesan returns and statistics.
- Issue invitations for special services and events.
- Manage bookings for the Parish Centre and Church.
- Ensure adherence to Data Protection legislation.
- Maintain office systems, including post handling, filing of records/data and ordering supplies.
- Support the Vicar in the ongoing development of our administrative practices.

Bookkeeping

These tasks are expected to occupy 25% of this role:

- Liaise with the church Treasurer.
- Recording of all financial income and expenditure for Church accounts, using our accounting package.
- Payment of invoices and expense claims.
- Keeping records of all transactions.
- Ensuring compliance with Charity Commission and Church of England accounting requirements.

Church Services and Life Events

Support the Vicar in the administration of baptisms, weddings and funerals (in particular the handling of fees) and record-keeping.