

POSITION TITLE:

Parish Secretary, St Leonard's Catholic Church, Glen Waverley

CONDITIONS:

The role is based at St Leonard's Catholic Church, Glen Waverley. The position is a job-share arrangement and Part-time, ten hours per week with working hours 10am to 3.30pm on Thursday and Friday each week. Terms and conditions are governed by the Archdiocese of Melbourne. Details of each pay and annual Payment Summaries are provided by CDF Payroll, the outsource provider of payroll services to the Parish. Superannuation is in addition to the base salary and is paid to your nominated fund.

RELEVANT ATTRIBUTES, SKILLS AND EXPERIENCE:

- Able to competently operate computer programs, in particular Office & Word, must be very proficient with Power Point
- The Archdiocese uses a solo operating system, *Parish On Line (PACS)* for parishioner data, financial recording, thanksgiving management, etc. Knowledge of this software is highly regarded, however, training can be provided
- Uphold good Christian values, well-motivated to work for the Church and ideally possess a strong commitment to its practices and values
- Initiative and a capacity to work with a minimum of supervision
- Experience in providing a range of secretarial and office management services
- Ability to work to timeframes with attention to detail and prioritisation
- Well-developed bookkeeping skills
- Maintain records in a tidy and readily accessible manner
- Maintain confidentiality, security and privacy of personal records and finances
- Good communication skills with ability to relate to a variety of people

SUMMARY AND DUTIES OF POSITION:

- Provide secretarial and office support services to the Parish Priest and the Parish community
- Work with and support Parish Accountant in the maintenance of Thanksgiving Programme and weekly financial recording/banking
- Arrange banking and recording of Mass collections and other Church income
- Prepare quarterly Thanksgiving letters, labels and end-of-year tax receipts
- Maintenance of the Parishioner Census
- Maintain registries for Baptisms, Marriages, Eucharist, Confirmation, Deaths
- Maintain Memorium Register for Anniversaries
- Maintain orderly files and archive as appropriate
- Work with Parish Neighbourhood Group (PNG) Co-ordinator in preparing, printing and arranging distribution of Christmas and Easter leaflets
- Preparing PNG letters and labels for leaflets
- Prepare and design Parish Annual Calendar

- Attain a general understanding of duties of other staff member to support her during annual leave or sickness

Other Relevant Requirements

- Working With Children Check
- Police Check (new check required)

Additional Information:

1. Applications are to be sent to recruitment@cam.org.au by 21 January 2019. Please submit a cover letter along with a current resume.
2. For further information contact Nandi Adams, HR Officer on (03) 9926 5793

The Archdiocese is committed to the safety, wellbeing and dignity of all children and vulnerable adults.