



## ST KEVIN'S TEMPLESTOWE

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### POSITION DESCRIPTION

<b>Position Title:</b>	Parish Secretary/ Finance Administrator
<b>Location:</b>	St Kevin's Parish - Templestowe
<b>Employment Status:</b>	Part Time – Ongoing (7.0 hours per week/ Tuesday)
<b>Reports to:</b>	Parish Priest / Lay Ecclesial Leader

### POSITION PURPOSE

The Parish Secretary/ Finance Administrator enhances the quality of service provided by St Kevin's Parish to the Parish community, wider stakeholder groups and the Archdiocese.

The role works with the other secretary in the parish and with the secretaries of surrounding parishes, especially with St Gregory the Great Catholic Parish of Doncaster for which St Kevin's parish priest is also responsible.

The purpose of the Parish Secretary/ Finance Administrator is to actively support the Parish, the Parish Priest and the Lay Ecclesial Leader in all aspects of parish life as they impact upon or interact with the finance/bookkeeping work. The aim is to support, proactively, the Priest and other responsible people and groups in the parish by identifying and addressing financial operational needs and take responsibility for the day to day financial and asset management tasks and the management of the payroll for the Parish. The role involves working closely with the Parish Accountant to assist with budgeting and preparation of the Annual Reports.

In addition, the Parish Secretary/Finance Administrator assists with the broader operation of the parish so this person needs to bring broader secretarial/administration skills to bear, facilitating interactions between the Parish Priest, Lay Ecclesial Leader, Parishioners, Schools, community organisations, suppliers, and Catholic Archdiocese of Melbourne (CAM) Support Service Departments (eg. Curia, Archbishop, Vicar General, Administration, Information Technology, Accounting, Building & Property and Human Resources).

There is a probationary period of six (6) months after which the position will be offered on a permanent basis or employment terminated.

### KEY ACCOUNTABILITIES

- End to end Accounts Payable and Accounts Receivable;
- Reconciling bank statements;
- Preparing and submitting quarterly Business Activity Statements (BAS) through MyGov portal;
- Managing the payroll payments and payroll record keeping;
- Payment to the Priest Remuneration Fund and Catholic levies;
- Maintaining and administering the Parish Thanksgiving/Stewardship Program;
- Any other financial/payroll related task as directed by the Parish Priest/Lay Ecclesial Leader/Parish Accountant;
- Digital and hard copy filing;

- Maintain Parish database and Registers (Baptism, Deaths, Weddings etc) – PACS (and new iteration of this database PACEM);
- Processing of Sacramental Payments;
- Attend staff meetings as requested;
- Reception – welcoming all on site visitors and assisting them;
- Answering incoming telephone calls and either addressing queries where possible or directing the caller to the appropriate person who can help them;
- Monitoring voice mail boxes and email inbox to ensure that queries are responded to in a timely fashion;
- Ensuring all office equipment is in good working order and if necessary, coordinating services and repairs;
- Ordering of church supplies, accepting delivery and maintaining records of goods and services (provisions such as tea/coffee/stationery);
- Managing Parish calendars;
- The collating and distribution of relevant Parish documents;
- Other tasks as directed by the Parish Priest and the Lay Ecclesial Leader.

### **SKILLS FOR SUCCESS**

- A confident working knowledge of Microsoft Office (including Word, Excel, Outlook, PowerPoint, Publisher).
- Familiarity with customer relations management systems, eg Salesforce, and accounting packages, eg Xero. Especially desirable, though not essential, is experience with the “Parish On Line” (POL) office system and its various software elements, especially the Parish Administration and Census System (PACS). (Note that during 2022/2023 the POL office system including PACS will be replaced with a new and more flexible and reliable system, PACEM).
- Experience in Accounts Payable and Accounts Receivable.
- Understanding of bookkeeping tasks.
- Experience working within a team with many facets loosely organised and with diverse responsibilities.

### **PERSONAL ATTRIBUTES**

- Respect for the mission, identity and core values of the Catholic faith as lived in and by the St Kevin’s Parish community.
- Excellent communication skills.
- Welcoming, hospitality and service to all who engage with the parish.
- Understanding of the church’s teachings and ability to incorporate in their daily activities.
- A “Can do” attitude.
- Professional personal delivery and appearance.
- Ability to see when something needs to be done and proactively address the area of concern.
- An enjoyment of continuous improvement – always looking for better ways of doing things.
- A strong sense of pride around efficiency and quality (relevance, accuracy) of delivery.
- The ability to build positive and collaborative relationships with others.
- Openly seeks feedback on own performance with a willingness for personal development.
- A strong focus on ensuring a Healthy, Safe environment both physically and psychologically.
- A high level of integrity, honesty and confidentiality (confidentiality is critically important).

### **OTHER REQUIREMENTS**

- Working with Children Check
- Police Check

- Parish Code of Conduct
- References from two referees

### **INTEGRITY IN THE SERVICE OF THE CHURCH**

Integrity in the Service of the Church aims to help employees reflect on and uphold Christian vision and values in all relationships and actions. The principles and standards which make up the Integrity in the Service of the Church are extensions of five basic principles for Church employees in which they:

- 1. Are committed to safeguarding of children and vulnerable people.**
- 2. Are committed to justice and equity.**
- 3. Uphold the dignity of all people and their right to respect.**
- 4. Are committed to safe and supportive relationships.**
- 5. Reach out to those who are poor, alienated and marginalised.**
- 6. Strive for excellence in all their work.**

### **POSITION DESCRIPTION ACKNOWLEDGEMENT**

I have received, reviewed and fully understand the position description for Parish Secretary/ Finance Administrator. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

**Employee Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Employee Signature** \_\_\_\_\_