

## JOB DESCRIPTION

**Job Title:** Parish Secretary

**Job Location:** Parish Centre, Beaumont Parish, Montrose Park, Dublin 5.

**Reports to:** Parish Priest

### JOB PURPOSE:

To provide administrative assistance to the Parish Priest and Parish in the day to day running of the Parish Office, Parish Centre and related activities with responsibility for Beaumont Parish but in collaboration with neighbouring parishes as may be advised.

1	<p><b><u>General Administration</u></b></p> <ul style="list-style-type: none"> <li>• Oversee parish records and registers</li> <li>• Welcome parishioners during office hours and respond to telephone, email and written enquiries</li> <li>• Order parish supplies</li> <li>• Fulfil Health and Safety obligations per the Parish Safety Statement and related policies</li> <li>• Administer Parish Centre Bookings and Systems, maintaining licence agreements and invoicing for third-party users</li> <li>• Maintain parish website and social media</li> </ul>
2	<p><b><u>Mass Preparation</u></b></p> <ul style="list-style-type: none"> <li>• Manage Mass intention bookings and schedules</li> <li>• Support the Parish Team in organising liturgical celebrations</li> <li>• Assist with the preparation of the parish newsletter</li> <li>• Support sacristan volunteers with ordering of materials and maintenance of repository</li> </ul>
3	<p><b><u>Volunteer Management and Support</u></b></p> <ul style="list-style-type: none"> <li>• Maintain volunteer register including safeguarding training and vetting processing records and reminders</li> <li>• Oversee volunteer supports according to Diocesan norms</li> </ul>
4	<p><b><u>Administrative Support for Sacraments</u></b></p> <ul style="list-style-type: none"> <li>• Manage application process</li> <li>• Update registers and issue Baptism, Confirmation and Marriage certificates</li> <li>• Notify relevant parishes of Confirmations as needed</li> <li>• Support couples and clergy with marriage bookings and paperwork</li> </ul>
5	<p><b><u>Funerals</u></b></p> <ul style="list-style-type: none"> <li>• Receive and record funeral arrangements</li> <li>• Support preparations for annual Mass of Remembrance</li> </ul>
6	<p><b><u>Finances</u></b></p> <ul style="list-style-type: none"> <li>• Record weekly collections and lodgements</li> <li>• Manage and document receipts and payments</li> <li>• Organise and distribute Planned Giving boxes annually</li> <li>• Process Standing Order donation forms</li> <li>• Assist collectors and accept submitted collections</li> </ul> <p><b>Additional Finance Duties</b></p> <ul style="list-style-type: none"> <li>• Process payroll and statutory deductions (PAYE &amp; PRSI)</li> <li>• Manage the Parish's Revenue Online account</li> </ul>

	<p><b>Weekly:</b></p> <ul style="list-style-type: none"> <li>• Support planned giving and donations processes and records</li> <li>• Reconcile online and card terminal donations and inter-parish remittances as may be required</li> <li>• Support online parish lotto process</li> </ul> <p><b>Monthly:</b></p> <ul style="list-style-type: none"> <li>• Record receipts and payments in <i>Accounts IQ</i></li> <li>• Submit Diocesan returns and reconcile bank accounts</li> <li>• Submit stole returns and process payments</li> </ul> <p><b>Quarterly:</b></p> <ul style="list-style-type: none"> <li>• Prepare quarterly financial reports including income/expenditure, trial balance, balance sheet, and comparison with prior year/budget using Accounts IQ</li> </ul> <p><b>Seasonal Duties:</b></p> <ul style="list-style-type: none"> <li>• Dues and November Dead List envelopes – preparation and records</li> <li>• Prepare acknowledgement letters</li> </ul> <p><b>Annual Duties:</b></p> <ul style="list-style-type: none"> <li>• Assist with tax reclaim: prepare and distribute forms, update systems, submit to ROS, and prepare parishioner financial statements</li> <li>• Prepare annual audit pack return</li> </ul>
8	<p><b><u>Ad Hoc Duties</u></b></p> <ul style="list-style-type: none"> <li>• Community Employment Scheme Administration</li> <li>• Liaise with tradespeople and technicians for repairs</li> <li>• Organise and support parish events</li> <li>• <i>Note: Additional duties may arise. Staff are expected to adapt as needed. Any recurring duties will be formally added to the job description.</i></li> </ul>

The above contains the main outline of duties. However, it is inevitable that tasks may arise which may not fall within the remit of the above list of main duties. Staff members are therefore required to respond with a flexible approach when ad hoc tasks arise which are not specifically covered in their job description. Should an additional responsibility become a regular part of a staff member's job, the Job Description will be amended to reflect this.

<b>JOBHOLDER ENTRY REQUIREMENTS:</b>	
	<p><b>Knowledge (Education &amp; Related Experience):</b></p> <ul style="list-style-type: none"> <li>• Minimum 5 years' administrative experience</li> <li>• Strong bookkeeping skills essential; IATI Certificate desirable</li> <li>• Proficient in MS Word, Excel, PowerPoint, Outlook</li> <li>• Salesforce and Accounts IQ experience desirable</li> </ul>
	<p><b>Key Behaviours:</b></p> <ul style="list-style-type: none"> <li>• Works well independently and as part of a team</li> <li>• Highly organised and able to multitask</li> <li>• Motivated, proactive, and flexible</li> <li>• Follows direction and maintains strict confidentiality</li> </ul>