

ADVERTISEMENT

PARISH OF DRUMCREE

wishes to appoint a Secretary (permanent part-time)

The person appointed will be responsible for providing administrative, secretarial and bookkeeping support to the parish.

The position will be 16 hours per week (Tues – Fri).

The main areas of responsibility will include:

Undertaking daily administrative and secretarial tasks;

Maintaining parish records and coordinating parish communications;

Organising and supporting liturgical needs and parish events;

Payment of accounts due and maintenance of accurate and timely records of all the income and expenditure of the parish, using both manual and computerised systems.

Essential Criteria for the Role

At least two years' experience in a busy office environment.

Good IT skills including a working knowledge of standard MS office, accounting, spreadsheet and database programmes.

It is important that the successful candidate is self-motivated, organised, can multitask and work to deadlines. They must be able to work to their own initiative within this role.

A full job description and application form shall be provided upon request to:

**Parish Priest
Parochial House
15 Moy Road
Portadown
Co Armagh
BT62 1QL**

Telephone – 028 3833 8086
Email – parishofdrumcree@gmail.com

The closing date for submission of completed applications is 12.00 noon on Friday 12th July 2019.

Applicants will be required to provide evidence that they have the right to work in the UK.