

**Job Title:** Diocesan Administration Team Member

**Department:** St Patrick's Archdiocesan Trust Limited– Curial Office

**Reports to:** The Archbishop of Armagh or Delegate

**Place of Work:** Ara Coeli, Armagh BT61 7QY

**Hours of Work:** 35 hours per week



### **Purpose and Function of Post**

This is an administration post providing support as a member of the Diocesan Admin Team to the Armagh Diocesan Curial Office. The Job holder will be responsible for performing a variety of administrative and financial duties to ensure the efficient and effective administration of the Office.

### **Principal Duties and Responsibilities**

1. Provision of administrative support as a member of the Diocesan Admin Team to the Diocesan Secretary and the Financial Administrator.
2. Provision of reception service including greeting visitors, answering telephones, and responding to general enquiries.
3. Provision of clerical and administrative support including word processing, attending to email enquiries, creating, and maintaining filing systems, keeping diaries, and arranging meetings and appointments to ensure the effective and efficient running of the Diocesan Office.
4. Provision of admin/clerical support for filing of legal papers pertaining to property and other matters, in conjunction with or, in liaison with, Parish and Diocesan Solicitors, in accordance with the policies and procedures determined by the Diocesan Secretary.
5. Processing of papers related to the Diocesan administration of the sacraments, as required.
6. Preparation and co-ordination of documentation for meetings and events involving the Diocesan Financial Administrator and/or Diocesan Secretary, as required.
7. Receiving and processing all post regarding Diocesan administration and financial matters, including cheques, cash, bank statements and invoices.
8. Assisting the finance team with the completion of monthly bank reconciliations.
9. Maintenance and monitoring of the Diocesan website and social media accounts, as required.
10. Preparing and posting Journal Entries.
11. Assisting Clergy and Parishes with administration and financial queries.
12. Assisting in the completion of statutory returns.
13. General office administrative and financial duties.

### **Please Note:**

This job description is a broad summary of the post at the date of preparation. It is not an exhaustive list of all possible duties as it is recognised that jobs change and evolve over

time. The post holder will be required to carry out other duties as deemed necessary to fulfil the purpose and function of the post.

### **Experience**

Applicants must:

- have a minimum of 3 years' experience working within a busy office environment;
- be proficient in the use of Microsoft Word, Outlook and Excel;
- have experience of Accounting Software such as SAGE 50, or similar packages.

### **Qualifications**

Applicants must have a minimum of 5 GCSE's including Maths and English, or equivalent.

### **Required Skills and Competencies**

#### **Technical**

- Advanced knowledge of Microsoft Office including competent Word and Excel skills and SAGE 50.
- Excellent interpersonal, oral, and written communication skills.

#### **Behavioural**

- Excellent planning and organisational skills with the ability to multi-task.
- Close attention to detail and accuracy.
- Proven capacity to adapt and learn new tasks and systems quickly.
- Prudent judgement and problem-solving skills.
- Ability to work both collaboratively and on one's own initiative.
- Reliable, trustworthy and good timekeeping practices.
- Observance of the appropriate discretion and confidentiality in all matters pertaining to Diocesan business and work-related matters.

St Patrick's Archdiocesan Trust Limited reserves the right to vary criteria for shortlisting purposes.

St Patrick's Archdiocesan Trust Limited is an Equal Opportunities Employer.

**Closing date for receipt of completed applications is Friday 26<sup>th</sup> January 2024**