

## POSITION DESCRIPTION

Position Title:	Parish Business Manager
Reports to:	Parish Priest
Hours Per Week:	30 Hours Per Week
Location:	St Mary's Parish Office Bairnsdale
Authorised by:	Fr Michael Willemsen
Date:	22 <sup>nd</sup> August 2017

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### Position Objective

The Parish Business Manager reports to the Parish Priest and assist the Parish Priest in the stewardship of all temporal activities of the Parish in its mission of pastoral outreach. The emphasis of the position is in the areas of finance, human resources, office management and other duties as required by and in support of the Parish Priest. The Parish Business Manager will fully support the mission, vision, ethos and teachings of the Catholic Church

The duties of this role may include the following, and other duties as required from time to time:

### Financial & Reporting

- Preparation, administration and review of budgets in collaboration with the Parish Priest and parish finance committee.
- Preparation and submission of budget forecast, annual financial statements and any other reports requested to the Diocese, Parish Priest and committees.
- Prepares quarterly financial reports and cash flow statements for presentation to the Finance Committee
- Prepares the annual financial accounts and statement for audit
- Prepares and distributes meeting minutes
- Maintains the financial records to meet statutory and audit requirements.
- Ensure the reconciliation of all Bank statements, reports to the finance committee as well as internal audits and record keeping.
- Prepares weekly banking and bank into separate accounts
- Processes petty cash and reconciles
- Processes fortnightly payroll and monthly stipends, records management, accruals and entitlements.
- Processes the accounts payable and uses receipting functions.
- Maintain the financial records using MYOB and PACS.
- Maintains Parishioner contact details for Plan Giving in Pac's
- Assistance with any planned giving campaigns.
- Organise distribution of planned giving envelopes
- Acts as liaison between parish, diocese and any other relevant third parties (including the CDF) in matters of finance, human resources and parish administration.
- Prepares financial statements for Op Shop Operations
- Maintains financial records for Church Restoration Program

- Assist Parishioners with enquiries
- Secretarial duties i.e. phone, reception, mail, filing

### **Compliance**

- Assists the Parish Priest in the establishment of all Parish policy and procedures.
- Ensures that the policies and practices of the Parish are in accord with the relevant business principles and legislation
- Ensures the statutory obligation so the Parish are met. This would include Tax, ACNC, FCT, Essential Safety, OHS and other statutory obligations.
- Ensures that the operation of the Parish is in compliance with statutory and other legal requirements

### **Child Safety**

- Assists the Parish Priest with respect to the Child Safe Standards
- Assist the Parish Priest in the maintenance and compliance of staff, volunteers and contractors to have Working with Children Checks.
- Assists the Parish in the establishment of procedures and protocols to ensure compliance
- Maintains the parish Child Safety Code of Conduct Register
- Other child safe work as is necessary

### **Administration**

- Maintains, evaluates and advises on the computing needs of the Parish
- Maintains, evaluates and advises on the online presence of the Parish
- Ensure that there is appropriate archiving of Parish records
- Ensures confidentiality and compliance with Privacy legislation
- Manages the human resource function of the Parish, including the direction and supervision of the parish staff.
- Assists the Parish Priest with performance management of staff.
- Implementation of policies; including Diocesan policies

### **Insurance and Risk Management**

- Manages the insurance policies and risk management of the Parish in accordance with Diocesan instruction
- Maintains a comprehensive record of the Parish insurances
- Reviews and advises on the level and nature of insurance risk to the Parish

### **Property and Asset Management**

- Maintains a register of fixed assets
- Rental management of Parish properties in accordance with Diocesan instruction
- Conduct condition reports
- Maintain Maintenance & Service Requests ie record details and location of problem, liaise with trades/serviceman, and where possible, view site and obtain quotes.
- Oversight and management including induction of contractors.
- Ensure compliance with Essential Safety

### **Other**

- Works with the Diocese in all aspects of this role
- Maintain and supply souvenirs to Information centre
- Assist with setting hall up for hirers, funerals, functions
- Maintain office supplies and equipment

- Purchase goods as requested
- Other duties as directed.

**Interrelationships:** The Business Manager interacts with the following internal and external individuals and groups:

- Parish Priest;
- Parish Team, Presbytery, Office and Maintenance Staff;
- Parish Leaders and Volunteers;
- Parishioners and Visitors;
- Leaders of Parish Primary Schools and Colleges;
- Staff of the Diocesan Chancery and other Parishes;
- Professional contractors, service providers and civic authorities.

**Knowledge, Experience & Qualifications:**

The Business Manager will ideally have the following knowledge, experience and qualifications:

- Minimum of ten years' experience in a similar role or in a role encompassing the key areas of competency for this position;
- Tertiary qualifications in an area that is relevant to this role;
- Has proven experience and efficiencies in small business administration;
- Understanding of the Catholic Church, its mission and its unique challenges and opportunities;
- Has proven capacities in personnel management and working collaboratively as part of a team;
- Advanced knowledge of Microsoft Office suite, i.e. Word, Excel, PowerPoint and Outlook;
- Advanced knowledge of MYOB;
- Advanced knowledge of computer network maintenance
- Knowledge of website operations and maintenance – Joomla skills would be advantageous
- A current Victorian Driver's Licence;
- Current working with Children's Check;
- National Police Check.

**Attributes:** The Business Manager will demonstrate the following attributes:

- Demonstrated commitment to the ethos and values of the Catholic church;
- Ability to build strong working relationships with people;
- An attitude of inclusiveness and welcome with an ability to work cooperatively and collaboratively with others;
- Initiative and proactive nature;
- High level communication skills;
- Attention to detail and a well ordered approach to work;
- Awareness of and commitment to service;
- Ability to act with discretion and maintain complete confidentiality;

- Professional manner and presentation;
- Excellent organisational and problem solving skills.
- Sound time management and multi-tasking skills
- Works autonomously - responsible and accountable for own work