

# St. John's Parish Mitcham

## Position Vacant



### Business Manager – St John's Parish, Mitcham

There is an opportunity for an experienced Business Manager to undertake the business and office administrative functions at St Johns Parish in a part time role reporting to the Parish Priest. The role of the Business Manager will be to manage the Parish business, finance and office administrative functions (including HR and supervision of staff) on behalf of the parish working collaboratively with our Primary School. This role also requires a hands on approach and a willingness to get involved with the day to day operations of the office.

The successful applicant must be well motivated to work for the Church and ideally possess a strong commitment to its practices and values. He/she must be able to recognise and respect the pastoral aspect of the Parish and this position, and an understanding of liturgy/sacraments would be highly advantageous.

This permanent part-time position is based at the Parish Office in Mitcham. The role is required to work 18 hours per week. The successful applicant will work with the Parish Priest, Parish Team and volunteers. Terms and conditions are governed by the Archdiocese of Melbourne.

#### Key Requirements:

- Tertiary qualifications relevant to the role, accounting, finance and/or business management
- Experienced in using accounting packages like MYOB, PACS/POL or similar and have advanced MS Office suite skills (Word, Excel, Outlook and PowerPoint).
- An understanding of the Catholic Church, its mission and its unique challenges and opportunities
- Experience in the following areas; financial administration, business administration, building and facilities management and office and human resources management
- Excellent communication skills and an ability to develop strong working relationships

#### Key Responsibilities

- Provide office support services to the Parish Priest and the Parish community.
- Oversee and Manage Financial aspects of the Parish. Including preparing monthly bank reconciliations and financial reports, including BAS and PAYG; the ability to analyse budgets and reports and presenting these reports to the Finance Committee and the Parish Priest
- Oversee and Manage the functions of the Parish Office
- Ensure compliance, in accordance with Diocesan policies and procedures.
- Maintain orderly files and archives as appropriate
- Attain a general understanding of duties of other staff members or volunteers to support him/her during annual leave or sickness.
- Assist with the training of new employees and volunteers in the office.

#### Other Relevant Requirements

- Working with Children Check
- Police Check (new Check required)
- Valid Driver Licence

#### Additional Information

Applications are to be sent to [recruitment@cam.org.au](mailto:recruitment@cam.org.au) 9<sup>th</sup> March 2021 Please submit a cover letter along with a current resume. For further information, contact Suzette Diaz, HR Partner on (03) 9926 5615. We look forward to hearing from you and wish you all the best.

***The Archdiocese is committed to the safety, wellbeing and dignity of all children and vulnerable adults.***