



Our Lady of Pentecost

Balwyn, Camberwell, Deepdene, Surrey Hills and Wattle Park

POSITION DESCRIPTION

Position Title:	Finance Officer
Location:	Our Lady of Pentecost Parish
Employment Status:	Permanent Part-Time three days per week
Reports to:	Parish Priest

POSITION PURPOSE

The purpose of the Finance Officer is to actively steward the Parish and take responsibility for the day-to-day financial administration of the Parish. To assist the Parish Priest in conjunction with the Parish Finance and Investment Committee in working to ensure sound financial management and accountability of the parish.

You will have experience, enthusiasm, and passion for working in a religious environment to deliver exceptional customer service and have the flexibility if needed to work additional hours from time to time.

The role of the Finance Officer is a facilitating one between the Parish Priest, Parishioners, Schools & CAM Support Service Departments, such as Administration, Information Technology, Accounting, Building & Property and Human Resources.

This position requires an understanding of and commitment to the teachings and practices of the Catholic Church while embracing other religions and points of view with an open mind.

KEY SELECTION CRITERIA

- Competent in Microsoft applications including Excel, Publisher, PowerPoint and Word
- Sound knowledge of administration and financial management
- Experience in managing Accounting and Accounting software packages
- An understanding of the payroll function such as Awards, National Employment Standard, Superannuation etc.
- A clear understanding of the mission of the local church at Our Lady of Pentecost Parish.
- Proven ability to work as part of a team and ability to work independently and unsupervised.
- Excellent interpersonal skills and ability to talk to people of all ages.
- Familiarity with Parish database program PACEM – although not essential.

WORKING HOURS

Tuesday to Friday from 9.00 am to 5.00 pm (flexible)

KEY ACCOUNTABILITIES

Finance:

- Preparation of the parish annual budget for Finance & Investment Committee and Parish Priest
- All aspects of bookkeeping including the maintenance and reconciliation of the general ledgers for the Parish Church Account and Presbytery Account
- Bank reconciliations

Parish Office: 19 Brenbeal Street, Balwyn, Vic 3103

T: 03 9816 9291 E: ourladyofpentecost@cam.org.au W: ourladyofpentecost.org.au

ABN: 69 729 062 688

- Accounts payable and receivables
- Prepare quarterly BAS statements, monthly activity statements and annual financials for the three current entities (2025 – Our Lady of Pentecost, Our Lady of Victories, Surrey Hills Wattle Park Parish)
- Maintain and maintain Stewardship data, renewals and monitor regularly base using our parish platform - PACEM
- Coordinate Parish counters to ensure adequate processes and procedures are in place for the weekly counting and banking of monies
- Maintain personnel records; organise payroll procedures for all parish staff; prepare priests quarterly stipends
- Act as Secretary for the Finance & Investment Committee.
- Maintain investment and asset register for the parish
- Complete all appeal returns

Administration:

- Finance Officer to provide support and guidance to Administrative Assistant.
- Provide coverage for Administrative Assistant when on leave
- Assist with Administrative Assistant duties i.e. baptism enquiries, wedding enquiries, telephone, e-mail, e-newsletter, website etc. when required.
- Liaise with Catholic Care on project requirements
- Maintain office supplies and resources for the parish staff and volunteer group leaders
- Maintain death registers on PACEM, monitor final giving, transference of giver – if applicable etc
- Monitor and maintain church supplies including altar wine, candles, breads etc.
- Complete annual Mass count returns for all five churches; liaise with nursing homes and migrant community to ensure they participate in the Mass count
- Complete CAM annual statistics survey for the parish
- Completion of rosters for Mass Supply, Sacristans; Laundering of Sacristy Linen at OLGC Church, delivery of goods for the Brigidine Asylum Seeker Project.
- Assist with funerals as Sacristan if required; liaise with all parties re an upcoming funeral i.e. school, cleaners, gardeners etc.
- Training and mentoring of Sacristans

All other duties as directed by the Parish Priest.

OTHER REQUIREMENTS

- Working with Children Check
- Police Check also required
- Right to Work

INTEGRITY IN THE SERVICE OF THE CHURCH

Integrity in the Service of the Church aims to help employees reflect on and uphold Christian vision and values in all relationships and actions. The principles and standards which make up the Integrity in the Service of the Church are extensions of five basic principles for Church employees in which they:

1. Are committed to justice and equity
2. Uphold the dignity of all people and their right to respect
3. Are committed to safe and supportive relationships
4. Reach out to those who are poor, alienated and marginalised
5. Strive for excellence in all their work

POSITION DESCRIPTION ACKNOWLEDGEMENT

I have received, reviewed, and fully understand the position description for Finance Officer – Finance & Administration. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ **Date** _____

Employee Signature _____