**PARISH FINANCE OFFICER – PART TIME POSITION**

**Nazareth Parish: Grovedale, Torquay, Anglesea**

**Accountability**It is proposed that this position would be 2 days per week and is accountable to the Parish Priest. The role is based at the Parish Office located at St Therese Catholic Church in Torquay.

**Qualifications and skills**

Good understanding of accounting software, POL, and PACS

High level of computer competency using Microsoft Office software in Windows environment  
Good interpersonal and communication skills  
Ability to work in a team  
Ability to work unsupervised

**Role Description**

* *General Finance*

Bank Reconciliation

Filling of documents

Preparation accounts reports for and attending Parish Finance Meeting

Prepare Annual Budget

Liaise with Accountant - Accountant prepares and lodges BAS & Annual Financial Statement & Budgets.

**•**  *Stewardship and Fundraising*

Assist in the maintenance and administration of the Stewardship Program

Mainting the credit card giving through NAB Transact system and the direct debit / EFT giving through CDF online

Retrieving of Debit Card contributions off bank statement and data entering in PAC’s.

Stewardship envelopes distributed ½ yearly (letter & statement required).

Notify contributor when credit card is about to expire

Direct involvement in the 3 yearly renewal

Engage school parents in Parish Contribution

Lead the Parish Fundraising Projects

**•**  *Administration - Property*

Monitor Exit & Pathways of parish buildings monthly to make sure all are clear

Organise Electricians every 6 months to check security and exit lights at all church buildings

Liaise with various church communities within the parish re any maintenance needed

Work with the maintenance teams in each church to overcome any problems that may arise.

*• Other representations on behalf of the Parish Priest*

Liaise with the Archdiocese of Melbourne as required

Training of parish volunteers as necessary

Attend to other duties as required by the Parish Priest