

Our Lady of the Rosary Parish

Church: 18 Vine Street
Fairfield NSW 2165
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Position Description

Secretary/Personal Assistant

Our Lady of the Rosary Parish, Fairfield

Reporting to	Parish Priest, Our Lady of the Rosary (OLR) Parish, Fairfield
The Parish	At Our Lady of the Rosary we celebrate all that we are today as a Parish community of diverse cultures with one common faith in Jesus Christ celebrated in the Eucharist. As people of faith we open ourselves to the Holy Spirit who guides us so that Christ may establish his Kingdom in and through us, joining our pioneers of the past who helped build our Catholic Community in Fairfield. We commit to the many and varied spiritual and pastoral needs of people of all ages and walks of life who come in contact with the Parish
The Position	<p>The primary purpose of this full-time position (37.5 hrs per week) is two-fold:</p> <ol style="list-style-type: none">(1) to assist the Parish Priest to be effective in his pastoral administration (as the Parish Priest alone is ultimately accountable for OLR Parish's governance); and(2) to reduce the underpinning workload of the Parish Priest's administration so that his availability to carry out his priestly ministry of teaching and sanctifying can be maximised. Such assistance involves assisting the Parish Priest and the Parish Operations Manager by: providing a range of administrative, communications, bookkeeping, and office support services; and contributing cooperatively and collaboratively with the OLR Parish Office team. In so doing, the Secretary/PA assists OLR Parish in its mission of pastoral outreach
Responsibilities	<p>The Secretary/PA is responsible for assisting the Parish Priest and his staff in the following tasks:</p> <p>PA to Parish Priest and Parish Operations Manager (approx. 24 hours per week)</p> <ul style="list-style-type: none">• Assist the Parish Priest with his: phone, mail, and email correspondence; and scheduling and managing his calendar appointments• According to the pastoral priorities the Parish Priest specifies, assist him organise his daily schedule in collaboration with the Operations Manager• Organising the Parish Priest's desk, table, in-trays, filing cabinets, and bookshelves• Take initiative in anticipating how the Parish Priest can be assisted executively in order to increase the quality and efficiency of his work on his behalf• Provide the Parish Priest and the Operations Manager with a written or highlighted synopsis of correspondence that requires their consideration• Assist the Parish Priest with: proof-reading liturgy texts; research for homilies, talks, publications, and reports; preparing references; and coordinating rosters produced by volunteers

- Coordinate the Parish Assistant's work regarding the documentation of the sacraments and funerals
- Coordinate the Rites of Christian Burial administered by the Parish Priest
- Be present at the meetings regarding the administrative works of the Parish Priest and/or the Operations Manager in order to: take meeting minutes; and action the items that are discussed on behalf of the Parish Priest and Operations Manager that require liaison and communication specific to their works
- Attend Parish/School events and other formal functions/meetings with the Parish Priest when required, or on his behalf in his absence
- Drive the Parish Priest and/or the Operations Manager to ensure they are prompt and punctual to appointments that require personal assistance
- Provide one-to-one support for the Parish Priest by attending to his professional requirements and personal needs according to his Personal Care Plan
- Assist the Operations Manager respond to phone, mail, and email correspondence regarding administrative works
- Assist the Operation Manager prepare, review, and proof-read contracts and other important documents

Secretarial Work (approx. 7 hours per week)

- Collaborate with the Parish Assistant and be ready to take on the Parish Assistant's tasks when the Parish Assistant is not available
- Alerting the Operations Manager about issues and problems as they arise
- Publish and proof-read the final draft of the weekly Parish Bulletin and other Sunday Mass texts in collaboration with the Parish Assistant (who prepares the first draft).

Bookkeeping (approx. 6 hours per week during which there is no doorbell/phone duties)

- Accurately and conscientiously performing all financial accounting duties for the Parish and carefully consulting the Operations Manager with regular and comprehensive reports
- Ensure financial processes maintain integrity, accuracy and high levels of security
- Assist the Parish Priest and the Operations Manager with the preparation of annual financial budgets for the Parish's Finance Committee, and monitor the Parish's performance against these budgets
- Liaising with the Operations Manager regarding the maintenance and development of the Parish accounting records through MYOB software, i.e.:
 - Cash Receipts
 - Cash Payments
 - General Ledger
- Weekly bank reconciliations of various Parish bank accounts
- Quarterly financial statements printed from MYOB

- GST implementation and compliance
- Liaise with the Operations Manager for the reconciliation and payment of Group Tax (PAYG) and Superannuation contributions
- Maintenance of Payroll records including Group Certificates
- Liaising with the Finance Committee to ensure the production of Profit and Loss Statements and other reports
- Quarterly Pastoral Revenue Returns
- Quarterly BAS
- Quarterly Clergy Remuneration of Income and Expenditure
- Annual Parish Financial Return (PFR)
- Assist the Operations Manager with the formulation of Parish strategic financial planning, modeling, forecasting and implementation, including budgeting
- Review the Parish insurance portfolio and make recommendations for enhancement
- Collaborate with the Operations Manager to identify opportunities to save costs

Supplementary Duties (approx. half an hour per week at most)

- As this is a newly created position, the Parish Priest may request assistance with other duties as required if additional duties become applicable

Inter-relationships

The Secretary/PA interacts with the following internal and external groups where present:

- Parish Priest and other clergy assisting him in OLR Parish
- OLR Parish's Parish Operations Manager, Parish Assistant, Receptionist, Youth/Young Adult Leaders, Housekeeper, and Cleaners
- Visiting clergy
- Other personnel of OLR Parish, including local schools, as required
- Members of OLR Parish's Finance Committee and Pastoral Council
- Parish groups, volunteers, visitors and parishioners generally
- Clergy within the South West Deanery
- Archdiocesan agencies
- Maintenance people, contractors and suppliers

Knowledge, Experience & Qualifications

The Secretary/PA will ideally have the following knowledge, experience and qualifications:

- Minimum of three 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
- Experience in one or more of the following areas: executive administrative assistance, finance, communications
- Understanding of the Catholic Church, its mission and its unique challenges and opportunities
- Experience in dealing with people

- Excellent communications skills
- Working knowledge of Microsoft Office suite, i.e., Word, Excel, PowerPoint, Publisher, and Outlook
- Demonstrated commitment to service

The Secretary/PA will demonstrate the following attributes:

Attributes

- Demonstrated commitment to the ethos and values of the Catholic Church
- Professional manner and a personal presentation
- Ability to build working relationships with people who come in contact with this role
- Demonstrated ability to gain co-operation and assistance from team members and people with whom they are in contact in the performance of their duties
- An attitude of inclusiveness and welcome with ability to work co-operatively and collaboratively in team work
- Honest, trustworthy and strong work ethic
- Initiative and proactive nature
- High level of people skills to communicate effectively on all levels
- Sound time-management skills and ability to prioritise
- Attention to detail, quality and accuracy, and a well ordered approach to work
- Awareness of and a commitment to service
- Ability to act with discretion and to maintain complete confidentiality
- Excellent organisational, managerial and problem-solving skills
- Ability to work autonomously and with minimal supervision
- Proactive approach, ability to multitask and work quickly and efficiently
- Ability to work under pressure to meet deadlines

Employment conditions

Performance Management

The performance of the Secretary/PA will be appraised annually having regard to:

- a) the performance on the key responsibilities and attributes for this role
- b) service levels and the level of satisfaction expressed by key stakeholders
- c) the ability to develop and maintain relationships with OLR Parish staff and parishioners, Catholic Schools, Archdiocesan personnel and agencies, and external bodies

Remuneration

Agreed salary and conditions will be offered commensurate with relevant experience, qualifications, and level of responsibility

Other relevant information

The Secretary/PA must:

- Have a current driver's licence and own motor vehicle
- Take reasonable action to become familiar with Archdiocesan policies and procedures
- Take responsibility for personal safety and the wellbeing of other employees, clients, contractors and other visitors to OLR Parish