**JOB DESCRIPTION**

**Role: Parish Financial Secretary**

**Main place of work: The Presbytery, 70 Wisteria Terrace, Beacon Park, Plymouth PL2 3LR**

**Employer: Plymouth Diocesan Trust**

**Reports to: Parish Priest in charge at Holy Trinity, Plymouth currently Fr. Petroc Cobb**

**Hours: 10.5 hours per week (Monday, Wednesday & Friday 9.00am – 12.30pm)**

**Purpose of the role**

To manage the financial support and the office resources required to ensure the smooth running of the Parish and to enable the Parish Priest to carry out his Diocesan responsibilities. The post-holder will be given scope to develop the role, review essential processes and improve them where necessary to ensure the effective provision of support to Parish activities.

**Main Responsibilities**

* Enter and keep all financial data on OPAS
* Generate reports and information requested by the diocese or parish priest or chair of Pastoral and Finance Committee from the OPAS system
* Generate annual accounts for auditing
* Pay invoices as instructed by the Parish Priest
* Scan and upload new paper financial records, and file originals as required by law
* Destroy old financial records beyond retention period, uploading scans if needed
* Deal with petty cash and keep a cash record book
* Reconcile all financial data on a monthly basis
* Keep tax and statutory financial records as required by law
* Act as Gift Aid Secretary
* Act as Mass Intentions Secretary
* Administer the bookings of the Parish Hall at Beacon Park

**Other Responsibilities**

* Occasional administrative tasks such as:
* Together with others, keep the website and Facebook page up to date
* Keep DBS certificates and safeguarding records up to date

These tasks may change to meet changing needs of the Parish or the Diocese.