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| **JOB DESCRIPTION** | |
| **Job Title**: Book keeper | **Job Holder**: |
| **Job Location**: **St. Mary’s Parish Office, Lucan**, **Co Dublin** | |
| **Reports to:** The co-Parish Priests (2) | |

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| **JOB PURPOSE:** To provide book-keeping services for the parish (*in co-operation with a number of volunteers*) |

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| 1 | ***Finances***   * Prepare and process payroll for parish staff members and ensure all relevant statutory deductions are made i.e. PAYE & PRSI and Revenue requirements are satisfied.   ***Other Finance related duties may include***   * Oversee the entering and processing of all standing order donations from bank statements on Pastoral Management (*posting is done by volunteer*) * Oversee the entering and processing of all planned giving donations on Pastoral Management (*posting is done by volunteer*) * Oversee the entering and processing of all family offerings by one-off donations on Pastoral Management (*Lodgements and receipts are handled by volunteer*) * Enter all invoices and payments for all suppliers on Accounts IQ (*two current operational accounts*) * Enter and process all Stole fees * Enter and process all other income * Enter and process all Common Fund, SHARE and Diocesan Collections * Reconcile all bank accounts every month   Monthly:   * Stole fees returns including priests’ payments and return to the Common Fund.   Finance Committee:   * Produce quarterly reports for Finance Committee to include the following:  1. Income and Expenditure, Trial balance and Balance sheet 2. Comparison figures with previous year and budget figures for year ahead   Easter and Christmas:   * Preparation of Christmas and Easter post for distribution. * Enter and process all returned Christmas and Easter Dues   Annually:   * Prepare financial statement for parish (and post it to website) * Prepare annual acknowledgement letters for parishioners * Tax Reclaim - assist in the preparation and submission of the tax reclaim via ROS (Revenue Online System) |

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| 2 | ***Ad Hoc Duties***   * By the end of month 3, you will be required to present a written report to the Property and Finance Council following your review of the current **financial management practices** setting out your recommendations in terms of improvements in efficiency and effectiveness * As the job evolves, you may be asked to prioritise particular tasks and to undertake any other duties considered appropriate to the position. |

The above contains the main outline of duties. However it is inevitable that tasks may arise that do not fall within the remit of the above list of main duties. Staff are therefore required to respond with a flexible approach when ad hoc tasks arise which are not specifically covered in their job description. Should an additional responsibility become a regular part of the job, the Job Description will be amended to reflect this.

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| **JOBHOLDER ENTRY REQUIREMENTS:** |
| **Knowledge (Education & Related Experience):**   * At least 5 years previous administrative experience in a similar role **is essential** * Robust book keeping experience **is essential** and a Certificate in Accounting Technicians of Ireland (IATI) or equivalent **is desirable** * IT Literate – MS Word, Excel, PowerPoint and Outlook and Database (or similar) experience **is essential** * Knowledge and experience of Pastoral Management/Accounts IQ **is desirable**   Applicants must be eligible to work in Ireland |
| **Key Behaviours:**   * Ability to work on their own and as part of a team * Excellent organisational skills with highly developed written and verbal communication skills * A strong ability to multi task with strong customer services skills * Enthusiastic and motivated with an empathetic approach when dealing with sensitive situations * Proactive and uses own initiative * Flexible * Ability to take direction |

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| **KEY RELATIONSHIPS** | |
| Internal  Co-parish priests  Members of the parish team and other staff  Volunteers who assist with finances  Members of the Property and Finance Council | External  Parishioners  Members of the public using the Parish Centre  Members of the public using the church facilities |