

Parish Business Manager, St Patrick's Church Hill – Ad

St Patrick's in Sydney's Rocks area is looking to recruit a full time Business Manager working from the Parish offices in Grosvenor Street in the Rocks. The Business Manager is primarily supported by the Parish Priest, the Parish Maintenance Manager, and the Parish Secretary.

Key responsibilities are

- Management of Parish finances including payroll and financial accounts record keeping
- Management of the Parish's Church and commercial properties
- Ensuring compliance with all legal and administrative obligations
- Sourcing, negotiating and managing service and supplier contracts
- Ensuring appropriate documentation of processes, policies and contracts
- Co-ordinating staff and volunteer services

For further information, please contact the Father Michael Whelan SM, Parish Priest, on 9254 9855

9 April 2024

Key skills and experience

- Business administration across a range of areas (finance, commercial leases, contract management, service provider relationships and engagement with public bodies)
- Ability to supervise and develop staff and work with volunteers
- Good verbal and written communication skills
- Ability to work autonomously and be accountable and responsible for own work
- Ability to start and complete projects effectively and efficiently.
- Software skills

Qualifications

- Bachelor's degree or equivalent experience, preferably in business administration or similar or a mix of training and relevant experience

Personal attributes

- Respect for the vision and mission of the Catholic Church and a commitment to the pastoral plan of St Patrick
- A high level of personal and professional integrity, honesty and reliability
- Compassion, tact and respect for the need for discretion and confidentiality in all parish matters
- A collaborative and collegiate approach to working with the Parish community of priests, staff, volunteers and all who engage with the Parish
- Familiarity with parish life and parish operations

Additional Information

For further information and initial inquiries please call Father Michael Whelan, Parish Priest, on 9254 9855.

Applications should be sent to office@stpatschurchhill.org. Please submit a cover letter along with a current resume.

The Catholic Archdiocese of Sydney is committed to the safety, wellbeing and dignity of all children and vulnerable adults. It is a requirement across our organisation that all clergy, employees and volunteers have a valid working with children check.

The Mission and Values of the Catholic Church of Australia are that work is for people, not people for work. Our Vision is that through work, individuals contribute to the common good and achieve fulfilment as human beings. The Church teaches that employees and employers are regarded as partners in their place of work and their respective roles. Mutual respect, esteem, and goodwill underpin the relationship between the employer and the employee. Employees are encouraged and enabled to see their work not merely as a source of income but as providing a service and a benefit to others in society.

Applications close at Friday 26 April 2024