



Come follow Christ in the footsteps of St Chad

**BENEFICE ADMINISTRATOR:
CAVERSWALL AND WESTON COYNEY WITH DILHORNE**

JOB DESCRIPTION

TITLE OF POST:	Benefice Administrator
RESPONSIBLE TO:	Management Team
RESPONSIBLE FOR:	Administrative services, and initial point of contact
WORK BASE:	The Parish Office, St Andrews Church Centre, 375 Weston Road, Weston Coyney, Stoke on Trent, ST3 6HB
HOURS:	15 hours per week, working Monday-Friday 9.30am-12.30pm
DURATION:	12 months initially (3 months probationary), may be extended
RATE OF PAY:	£9.50 per hour

GENERAL DESCRIPTION:

- To provide quality administrative and secretarial support to the Vicar and Management Team and
- To be the initial point of contact for general enquiries into the Parish Office

PRINCIPAL DUTIES:

- a) The overall running of the Parish Office, ensuring a smooth and efficient service, and being the main point of contact for routine enquiries
- b) Maintaining the church diaries for St Andrew's and St Peter's, and centre lettings for St Andrew's Church Centre

- c) Opening and sorting daily post, reading and responding to daily emails, preparing and dispatching regular or outgoing correspondence
- d) Receiving telephone calls and visitors into the Parish Office, and dealing with these appropriately and in a friendly and efficient manner
- e) Maintaining Office filing systems and ensuring that legal and other documents are stored securely, and that files are up to date and in good order
- f) Ensuring that registers and other legal documents are kept up to date and in good order
- g) Basic book-keeping and management of Petty Cash, plus month-end accounts, monthly returns and liaison with the Finance Team as necessary
- h) Preparing letters, reports and other documents as requested by the Management Team, using Microsoft Office (Word, Excel, Publisher) and other computer software as required
- i) Ensuring adequate back-up of electronic files stored on the office computer
- j) Other reasonable duties as may be required