Job Vacancy for Parish Secretary

St. Mary's Church, Headford/Claran is currently recruiting a Parish Secretary. This role is offered initially on a one-year fixed term and part-time basis for 20 hours per week, Monday – Friday.

Reporting to the Parish Priest, duties include:

1. Providing an administrative service to Headford/ Claran Parish
2. Managing the parish office with the effective use of up-to-date office systems
3. Receiving members of the public and dealing with enquiries
4. Maintaining computerised accounts for the parish
5. Recording and managing parish records
6. Responsible for the payroll function

Requirements:

- The successful candidate will have at least 2 years administrative experience.
- Robust book-keeping skills and experience is essential and a Certificate in Accounting Technicians of Ireland (IATI), is desirable.
- Up-to-date computer skills including Microsoft Word and Excel with some database experience. Microsoft Publisher would also be desirable.

- Highly developed interpersonal skills with the ability to communicate effectively and work as part of a team.

Next Steps:

Letters of application with enclosed curriculum vitas should be emailed to Fr. Ray Flaherty, at rayflaherty1972@gmail.com or posted to:

Private & Confidential Fr. Ray Flaherty P.P.,

The Parochial House,
Church Road,
Headford,
Co. Galway.
H91 PXH5.

The closing date for completed applications is 5pm on Friday 29th July 2022.

This is originally advertised at http://headfordchurch.com.