

POSITION VACANT



Parish Business Manager Part Time Permanent 20-24 hours per week

South Yarra Catholic Parish is a small, vibrant 130 year-old parish with two churches in the inner Melbourne area and has been under the pastoral care of the Augustinians for the past 40 years. The parish has a strong social justice outreach tradition and is committed to creating a parish community which lives and brings God's "Good News" to our part of the world. We are seeking applications from suitably qualified and experienced person with a sensitivity to our Mission, to join our Parish Team.

In general your role will be to:

- Manage the parish facilities :
 - o manage the long-term and casual hiring contracts
 - o arrange the maintenance and repairs of the buildings
 - o be responsible for the security and compliance of the buildings
- Manage the parish accounts and annual budget in collaboration with the Finance Committee
- Further promotion and communication about the facilities through the Parish website and Social Networks
- Be responsible for Human Resources matters

Key Requirements

- Strong PC skills, in particular Microsoft Office suite of products
- Familiarity of making payments online via online banking platforms
- Well-developed bookkeeping & invoicing skills (MYOB)
- Initiative and a capacity to work with a minimum of supervision
- Maintain records in a tidy and readily accessible manner
- Maintain confidentiality and security of all records
- Experience in overseeing maintenance contracts and project management
- Ability to work to timeframes with attention to detail and priorities while handling regular interruptions
- Good communication skills with ability to relate to a variety of people
- Team orientation, including ability to work harmoniously with staff and volunteers
- Creative problem-solving skills
- Previous payroll, accounts payable and receivable experience
- Promotion and marketing skills
- Experience in event planning
- A willingness to undertake ambitious Parish projects
- Working With Children & Police Check required

Additional Information

Applications are to be sent to recruitment@cam.org.au by 15th July 2022. Please submit a cover letter along with a current resume. For further information, contact Ashley Thomas, HR Partner on (03) 9926 5615. Contact the parish office for more details: secretary@parishofsouthyarra.org.au
We reserve the right to interview candidates before the closing date.

The Catholic Archdiocese of Melbourne 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.