



## Part-time Accounts and Office Manager Job Description

Holy Trinity is a Christ-centered church which upholds the Christian faith as revealed in the Bible, and as defined by the 3 historic creeds. Our desire is to teach the Bible and point people to Jesus.

The role the Accounts and Office Manager (AOM) is to look after the church accounts and communications, and to manage the church site, including property maintenance, compliance, and health and safety.

We hope the AOM is or will become a committed member of the Holy Trinity church family as the AOM needs to be familiar with the inner workings of our parish.

### Key Responsibilities and Duties

1. Accounts
  - Pay Parish accounts due.
  - Raise invoices on behalf of Parish.
  - Banking and bank reconciliations
  - Payroll
  - GST returns
  - Monthly accounts and reporting, and year-end processing
  - Depreciation schedules
  - Process staff and volunteer expenses
2. Church Property
  - Oversee maintenance lifecycle of church buildings.
  - Maintain knowledge of utilities on parish property.
  - Maintain office and vestry supplies.
  - Manage external contractors (including weekly cleaning contractors).
  - In conjunction with the events manager, maintain the church diary for events and services.
3. Communications
  - Manage all emails received by [operations@htdevonport.org.nz](mailto:operations@htdevonport.org.nz)
  - Produce and send the weekly parish email via Mailchimp.
  - Manage the parish's social media presence (for example on Facebook and Instagram).
  - Answer the telephone.
  - Update website.
  - Produce notice sheet for weekly Sunday services and special services as required.
  - Compile Parish Annual Report.
4. Registers
  - Maintain Parish Roll and Mailchimp subscription list.
  - Maintain registers for Baptisms, Marriages, Funerals, Garden of Remembrance Interments, Confirmations, Dissolution of Marriages.
  - Manage police vetting forms for those working with children and vulnerable adults.
  - Act as the Parish Privacy Officer and the Parish Health and Safety Officer

## Skills

- Ability to build relationships with church members and the local community.
- Experience in recruiting and managing volunteers.
- Excellent administrative and project management skills.
- A people person who can work with the many volunteers in our parish as well as liaise with external bodies such as contractors, office suppliers, and cleaning agencies.
- Excellent verbal and written communication skills.
- A flexible and positive attitude, with a solution-focused mindset.
- Excellent attention to detail.
- Have competent computer skills (e.g.) MS Office.
- Experience of bookkeeping and a knowledge of Xero software is highly desirable

## Particulars

The AOM reports to the Vicar of the Parish of Devonport.

The AOM is accountable to the Church Council (Vestry) and will be expected to work closely with the Treasurer and the Vestry member who has the brief for property and health and safety.

The role is for 16 hours/week and there is flexibility around how this can be configured (e.g. 2 days a week or Tuesday-Friday 9am-1pm).

## Expressions of Interest

If you are interested in this role, you are welcome to have an informal conversation with the Vicar who can be contacted at [vicar@htdevonport.org.nz](mailto:vicar@htdevonport.org.nz)

To apply please submit your Curriculum Vitae along with a cover letter explaining why this role is a good fit for you to [vicar@htdevonport.org.nz](mailto:vicar@htdevonport.org.nz)

Applications close at 12noon on Tuesday, 9 December and interviews are likely to be the following week.