The Community of
Our Lady of Walsingham

Fiat! Amen! Alleluia!

POSITION: (part-time)	**Administrator & Bookkeeper**
LOCATION:	**House of the Divine Will** **Neatherd Moor** **Dereham NR20 4AZ**
Telephone:	**01362 652574**
Email:	**office@walsinghamcommunity.org**
ACCOUNTABLE TO:	**Community Leader & Trustees**

PURPOSE OF ROLE:

The post-holder will provide high-quality administrative, financial and organisational support to the Community of Our Lady of Walsingham, ensuring smooth day-to-day running of the Community's office and supporting the delivery of its mission. The ideal candidate will be competent in prioritizing and working with little supervision. They will be self-motivated and trustworthy. The successful candidate will be able to work in accordance with the ethos and values of the Catholic Church

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MAIN DUTIES AND RESPONSIBILITIES:

- To support the Community Leader by undertaking all administrative duties related to the two properties in Dereham and Walsingham and the smooth operation of our expanding mission.
- Ability to demonstrate and exercise discretion and confidentiality in terms of all data and data subjects.
- To be a point of contact for all telephone callers and visitors, ensuring that they are welcomed with courtesy and respect and enquiries handled professionally.
- Take responsibility for maintaining and updating book-keeping systems and processes to ensure all financial data is accurately recorded and available for audit.
- Undertake monthly reconciliations to provide robust audit trails for banking, receipts and payments.
- Maintain routine updates to the Community website, including news items, events and content, liaising with external website developers where required.
- Take responsibility for maintaining and updating all data records and new implementing systems when needed.

ADDITIONAL INFORMATION:

The post holder will also be expected to:

a) Demonstrate model behaviour that is consistent with an open, inclusive and participative style.
b) Be proactive in maintaining his/her continued professional development.

c) Demonstrate a commitment to the development and practice of equal opportunities in every aspect of the life and mission of the Community.
d) Actively participate in the appraisal scheme.
e) Implementation of, and compliance with, legislation and good practice relating to health and safety, as well as safeguarding.

The scope of this profile reflects the needs of the Community of Our Lady of Walsingham (COLW) at the present time. It is not intended to be a fully inclusive or exhaustive list. The post-holder will therefore be expected to work flexibly and to undertake other reasonable duties that may be required. The profile will be subject to continuous review as the needs and requirements of the COLW changes over time.

PERSON SPECIFICATION:

		ESSENTIAL	**DESIRABLE**
1	**Qualifications**	● Minimum A-level or equivalent Level 3 qualification e.g, relevant NVQ ● English Language (minimum GCSE Grade C or equivalent)	● Book-keeping qualification
2	**Experience**	● At least three year's experience in an administrative, office management or similar role ● Experience of working in posts where tact, discretion and confidentiality was expected and required ● Experience with accounting processes	● Experience with Gift Aid ● Dealing with finances in a not for profit environment. ● Past work for a Charity or Company ● Fundraising acumen
3	**Knowledge**	● Book-keeping procedures including reconciliation and payments ● Driving Licence	
4	**Skills and Abilities**	● Highly competent administrative skills ● Very good multi-tasking and time management skills to meet deadlines ● Excellent interpersonal skills, written and oral communication skills ● Excellent organisational skills. ● Highly competent IT skills (i.e. Microsoft 365, Excel, Outlook, Donor Management System, Stripe, online meeting platforms) ● Highly developed motivational skills in order to drive projects ● Ability to use creative thinking and a flexible approach to pre-empt, identify issues and solve problems	● Demonstrates ability to quickly gain and maintain credibility and establish rapport with community members, volunteers and those they serve ● Competency with Macs ● Experience of Xero
5	**Personal**	● Professional manner and presentation ● Confident and collaborative approach to work and also able to work independently	

DISCLOSURE AND BARRING SERVICE (DBS)

Do you hold a current DBS certificate Yes/No
Please note that we will apply for a DBS for the successful candidate.

TERMS OF APPOINTMENT:

The successful candidate will be expected to take up the post as soon as is reasonably possible.

Days and hours: (part-time 15 hrs pw, increasing over time) Mutual flexibility of work days could be helpful on both sides. As the role grows with the work of the Community, the job may become full-time .

Salary: £30,000–£35,000 FTE (£12,000–£14,000 pro rata for 15 hours per week), depending on experience. Salary will be paid monthly through PAYE. The Community operates a workplace pension scheme in accordance with automatic enrolment legislation. Annual leave is 22 days per annum plus public holidays, pro rata for part-time employees.

The Community of Our Lady of Walsingham (COLW) is committed to making every reasonable adjustment to the workplace or working arrangements in order to accommodate employees with disabilities. Pension will be provided.

Safeguarding training will be provided.

APPOINTMENT PROCESS & HOW TO APPLY:

Contact office@walsinghamcommunity.org for an application form and return to Sr Theresa Weight COLW at the same email address with the details of two referees.

OR POST TO:
Sr Theresa Weight COLW
House of the Divine Will
Neatherd Moor
Dereham NR20 4AZ

Receipt of all applications will be acknowledged.

The closing date for applications is 5.00pm on Friday 9th October.

Applicants who are shortlisted will be invited to an interview at House of the Divine Will on the 13th/14th October.

The appointment will be made subject to the receipt of satisfactory references. Please note that referees will only be contacted once an offer of employment has been made.