

Finance & Facilities Officer

(Part-time: 3 Days Per Week)

Our Lady of Dolours Parish, Chatswood, has a vacancy for a **Parish Finance & Facilities Officer (FFO)**. The Parish extends over an area of some seven kilometres across and includes the suburbs of Chatswood, Castle Cove, and (in part) Roseville, Lindfield, Artarmon and Lane Cove and is situated in the Catholic Diocese of Broken Bay.

The FFO works as part of a team consisting of the Parish Priest, Assistant Priests, pastoral and other workers. The FFO is accountable to the Parish Priest.

The role involves the provision of a range of duties to ensure the smooth and effective operation of the parish office, which is always at the service of the mission of the parish.

The key responsibilities of the role include:

- Oversee and support the Parish Bookkeeper in all financial transactions and reporting;
- Liaise with the Catholic Development Fund and the Diocesan Office for Stewardship as needed;
- Prepare the quarterly Business Activity Statement and annual ACNC report;
- Prepare annual budget five - year financial plan for the Parish;
- Promote Stewardship and Planned Giving Programs in the Parish.

- Liaise with tradesmen, cleaners, gardeners and other contracted employees to ensure that proper insurances are in place and that repairs and maintenance are performed in a timely and cost-effective manner;
- Coordinate the up-keep and functionality of the Church, meeting rooms, halls and grounds;
- Develop a Parish Asset Management and Maintenance program;
- Proactively undertake regular inspection of parish facilities to identify risks and manage Work, Health & Safety;
- Liaise with other stakeholders (Diocese and schools) regarding development of shared facilities;
- Seek tenders and quotes for major purchases and project and manage all Parish capital works projects;
- Under the direction of the Parish Priest, prepare reports, plans and presentations for the Parish Pastoral Council, Parish Finance Committee and wider parish community;
- Ensure that the parish is compliant with Diocesan policies and procedures, as well as Awards and legislation covering the terms and conditions applicable to parish employees.

Applications addressing the requirements of the position may be made through the **Seek** website or recruitment@bbcatholic.org.au.

Enquiries may be directed to **Gail Gill, Acting Parish Business Manager**, on **02 9410 9000** or through recruitment@bbcatholic.org.au.

Applications close on **Friday, 10 August 2018**.

