

PARISH OF MORPETH

Parish Administrator

Person Specification

Essential

These experiences, skills and qualities are essential requirements of the post:

- Administrative, organisational and accounting skills
- Ability to maintain confidentiality and adhere to General Data Protection Regulations (GDPR)
- Ability to communicate well: verbally, face to face, by telephone and in written correspondence
- Ability to relate to a range of people and situations
- Ability to self-motivate
- Honesty, reliability and a high degree of enthusiasm
- IT skills (Excel, Word,)
- Willingness to develop skills and training e.g. Church of England's Life Event Diary (LED)
- Willingness to have a criminal record check processed through the Disclosure Barring Service (DBS)

Desirable

The following experiences, skills and qualities are desirable but not essential requirements of the post:

- Ability to work unsupervised
- Understanding of the Anglican Church and Communion
- Sympathetic to the beliefs and ethos of the Christian religion
- IT skills (Publisher)
- Own transport with appropriate insurance cover for business use. A mileage allowance will be paid for any approved use of own vehicle, from the usual location of work* in accordance with current HMRC rates.
- Awareness of cash handling, bookkeeping, accounting and banking procedures
- Be able to use the SAGE accounting process
- Experience of working with Charity Trustees and the Charity Commission

*see Job Description