



Kyabram Catholic Parish

St Augustine's-Kyabram ~ St Patrick's-Tongala ~ St Sebastian's-Merrigum

St Augustine's – Kyabram, 69 Church Street, PO Box 341, Kyabram Vic, 3620
Tel: 03 – 5852 1026 Email: kyabram@sandhurst.catholic.org.au

Parish Priest – Fr John Paul Pasala

POSITION VACANT PARISH ADMINISTRATION OFFICER

St. Augustine Parish, Kyabram

Permanent part-time position: 14 hours per week

We are looking for a highly motivated individual for this diverse role.

Duties include;

- Office support to the Parish Priest
- Reception and general administrative functions
- Bookkeeping, secretarial and office management
- Preparation of parish bulletin
- Maintaining accurate and secure records including on the parish website
- Administration of baptisms, funerals and weddings
- Management of accounts payable and receivable and banking
- Record keeping and accounting to Balance Sheet level
- Other duties commensurate with your skills and experience assigned by the Parish Priest from time to time

To succeed in the role, you will need;

- Excellent communication skills
- Developed organizational skills
- Ability to maintain a high level of integrity, confidentiality and discretion
- Ability to work to priorities and timeframes with attention to detail in an environment of interruptions
- Sound knowledge of basic financial accounting packages and Microsoft Office suite of products
- Knowledge of Child Safety Standards and procedures
- An understanding of the Catholic faith and a willingness to work within the Catholic ethos
- Initiative and a capacity to work with a minimum of supervision

Submit applications and resume to kyabram@sandhurst.catholic.org.au

Enquiries to Fr. John Paul Pasala, Parish Priest: 03 5852 1026.

Alana Brennan: 0427 658 563; Wayne Mulcahy: 0402 358 221.

Applications close at 5:00 pm on 20/01/2023