

WHEATHILL PRIORY BENEFICE

"Jesus Lives: Follow Him"

Rev Dr Jane Durham
Priest in Charge Wheathill Priory Benefice & Deanery Mission Enabler
The Rectory
Church Street
Keinton Mandeville
Somerton
Somerset
TA11 6ER

Rev.jane.durham@gmail.com

Dear

Wheathill Priory Benefice Administrator

Thank you for contacting us about the part-time administrative role at our Benefice.

I am writing to send you the job description for the role, and an approximate breakdown of how the role works.

If you wish to apply for the post, please send us your CV, **which should be not longer than four sides of A4 paper and in a font size of not less than eleven**. You should include in your CV your current postal address, email address and phone number and a statement of not more than 250 words on your suitability to take on the role as outlined.

Please also at the same time provide us with the name, job title and organisation, current email address and phone number of two individuals who would be prepared to be contacted by us and to give a reference for you. One of these referees should be your most recent employer (or a current client); if this is not possible, please explain why.

When you submit your CV, please advise us if you would be available for interview during normal working hours, or only outside such hours.

Your CV should reach us not later than 5pm on Friday 16 June 2023. Please note that we reserve the right to reject applications that do not meet the requirements set out above. Please send your CV to <mailto:wheathillbenefice@gmail.com> . If you have any enquiries or would like an informal conversation then please contact Jane Durham using the details above.

If you submit a CV we hope to let you know whether or not you are on the shortlist.

Yours sincerely

Jane Durham, Priest in Charge

Wheathill Priory Benefice

Part Time Self Employed Administrator role

We are looking for a part-time self-employed administrator/bookkeeper to manage the administration and finances of Wheathill Priory Benefice (covering the four churches of Barton St David, Keinton Mandeville, Kingweston, and Lydford on Fosse), working with our Vicar and Benefice Council, averaging half a day a week.

Hourly rates will be agreed by negotiation: over the last year, total fees payable were around £3,000.

Tasks include:

- Administering fees and dealing with receipts and payments for the Benefice and Parish Magazine
- Maintaining financial records for the Benefice and Parish Magazine
- Submitting financial and statistical returns to the Diocese
- Acting as Secretary to Benefice Council meetings (around six annually, held in the evening)
- Dealing with day-to-day correspondence and administration
- Maintaining and updating the Benefice website
- Maintaining and updating mailing lists and maintaining safeguarding records
- Providing monthly Register updates for the Parish Magazine
- Organising supplies upon request
- Other tasks as agreed by the administrator and Benefice Council/Vicar

Administrative experience and communication skills are essential, together with self-motivation and time management skills.

The appointment would suit someone wishing to work flexible hours part time, who could provide their own equipment and who lives locally. Involvement in the day-to-day life of the Church is not a requirement although it would be welcomed.

An outline of typical tasks and the frequency of their occurrence is set out on the next page. The administrator only deals with the two Benefice accounts - each Church has its own Treasurer.

Weekly:

- Check incoming emails and forward or respond as necessary (from suppliers, Diocese, others as appropriate)
- Update website/social media/Facebook

Upon occurrence for weddings/funerals/baptisms (average 3 per month):

- Administer fee payments for Baptisms, weddings, funerals, memorials

Monthly:

- Undertake bank reconciliation (two accounts)
- Pay bills/expenses
- Disburse fees and costs to PCCs, organists, bellringers and choir as relevant
- Collate and submit 'For the register' return to Magazine (based on weddings, funerals and baptisms as above)

Bimonthly/Quarterly/Seasonally:

- Draft agenda in cooperation with Vicar and Chairman and distribute it to Council (around twelve members); attend, minute & send out minutes in timely fashion from Benefice Council meetings (bi-monthly) & other occasional meetings as requested and agreed in advance.
- Collate and submit DBF (Diocesan) fee returns (March, June, September & December) and pay these to Diocese . Collate fee returns for parishes and pay them. All payments by BACS.
- Record Christian Copyright Licensing International (CCLI) details

Ongoing:

- Maintain and update All Souls mailing list
- Maintain and update safeguarding records

Annually

- Mail All Souls list with invitation to attend All Souls service (early October) - a service for the families of all those for whom we have conducted funerals or burial of ashes
- Collate and submit CCLI return