



Job Vacancy for Parish Secretary

St Patrick's Parish, Lucan, is currently recruiting a Parish Secretary. The role is offered initially on a one-year fixed term and part-time basis for 20 hours per week, 9.30a.m. – 1.30p.m., Monday – Friday.

Reporting to the Parish Priest, duties include:

- Providing an administrative service to St Patrick's Parish, Lucan
- Managing the parish office with effective use of up-to-date office systems
- Receiving members of the public and dealing with enquiries
- Maintaining computerised accounts for the parish
- Recording and managing parish records
- Responsibility for payroll function

Requirements:

- The successful candidate will have at least 5 years administrative experience.
- Robust book-keeping skills and experience is essential and a Certificate in Accounting Technicians of Ireland (IATI), is desirable.
- Up-to-date computer skills including Microsoft Word, Publisher and Excel with some database experience.
- Highly developed interpersonal skills with the ability to communicate effectively
- Ability to work well as part of team.

To Apply

Letters of application with enclosed curriculum vitae should be emailed to Fr Philip Curran at pcurran@dublindiocese.ie before 5p.m. on Friday 19 July. Add Application for Secretary Post to subject line on email. A job description will be sent to all candidates on application or enquiry.