

# WANTED: CHURCH ADMINISTRATOR

**THE CATHEDRAL OF ST. JAGO DE LA VEGA  
(SPANISH TOWN)**

**seeks an**

**ADMINISTRATOR**

**Reports to: The Rector**

**Manages Directly: The Cleaners**

## **JOB PURPOSE**

To manage the daily activities of the Cathedral Church Office ensuring that the church's property and assets are maintained, meetings and events coordinated, payments are timely and all cash received is properly accounted for.

## **KEY RESPONSIBILITIES**

Manages and coordinates the activities of the office

Arranges Church Committee and other meetings

Take messages via telephone and in person for the Rector, Priest and Church Committee Members

Responds to routine requests

Ensures filing system is properly maintained

Filing correspondences within 2 days of being attended to by "Attorneys"

Ensure the Church's assets are properly maintained and secured

Ensure adequate office resources are always available

Ensure the timely preparation of Vouchers and Cheques

Ensure the timely payment of bills

Prepare receipt for all cash received

Supervise the activities of the Cleaners

Prepare monthly report in agreed format on activities of the Office.

## **AUTHORITY**

Procure items for the office

## **CONTACTS**

Internal:

Rector

Priest

Church Committee

External:

Utility Companies

Suppliers

## **REQUIRED COMPETENCIES**

- (a) Specific Knowledge (however acquired)
  - i) Working knowledge of relevant computer systems and applications
  - ii) Working knowledge of accounting principles
  - iii) Knowledge of inventory and records management
  - iv) Knowledge of supervisory management
  
- (b) Required Skills and Specialised Techniques
  - i) Strong analytical, planning and organising skills
  - ii) Excellent decision-making and problem-solving skills
  - iii) Excellent time management skills
  - iv) Ability to communicate effectively
  
- (c) Qualification and Experience
  - i. Associate Degree in Business Administration
  - ii. One year's experience in a related field

## **WORKING CONDITIONS**

- 1. Typical office environment

## **CONTACT:**

Email your Resumé to:

[thecathedral@anglicandiocese.org](mailto:thecathedral@anglicandiocese.org)