

Parish Support Officer – Full Time (Clergy and Parishes Broken Bay)

Location: Pennant Hills NSW

Employment Type: Full-Time

Reports to: Head of Clergy and Parishes, Broken Bay

Are you passionate about supporting parish communities and ensuring strong operational and administrative foundations? The Diocese of Broken Bay is seeking a dedicated **Parish Support Officer (PSO)** to provide essential training, guidance, and resources to clergy, parish staff, and volunteers.

About the Role

The **PSO** plays a vital role in assisting parishes with financial administration, reporting, compliance, and operational processes. Working closely with clergy and parish teams, you will provide training and practical support in key areas such as:

- Financial administration, including MYOB, PACEM, and compliance reporting.
- Induction and ongoing mentoring for parish staff and volunteers.
- Assisting with annual financial reports, statistical analysis, and benchmarking.
- Ensuring compliance with government legislation and diocesan policies.
- Supporting parishes in fundraising, grant applications, and financial sustainability initiatives.
- Collaborating on risk management, audits, and process improvements.

About You

To be successful in this role, you will bring:

- A strong understanding of Catholic Church operations and mission.
- Expertise in financial administration, reporting, and compliance.
- Proficiency in MYOB, PACEM, and Microsoft Office (including Power BI).
- Experience in training and supporting staff in financial and administrative functions.
- Excellent problem-solving, communication, and relationship-building skills.
- The ability to work independently while fostering collaboration across parishes and diocesan teams.
- A current driver's license and ability to travel to parishes as required.
- Successful applicants will be required to undergo a National Police Check

This is an excellent opportunity for a professional with experience in financial management, administration, or parish operations who is committed to supporting the mission of the Church.

Why Join Us?

The Chancery is dedicated to supporting its workforce by fostering a welcoming and supportive environment. In this role, you will enjoy:

- A purpose-driven career contributing positively to the community.
- Access to an Employee Assistance Program for independent, confidential counselling.
- Ongoing professional development opportunities.
- An inclusive culture where you can make a meaningful impact on the lives of others.
- Onsite free parking
- Be part of a supportive and mission-driven team.
- Make a meaningful impact on parish communities.

How to apply

To obtain a copy of the position description or for further details, please contact recruitment@bbcatholic.org.au

If you have a passion for supporting parish communities, enhancing administrative efficiency, and fostering collaboration, and you thrive in a dynamic environment where attention to detail and problem-solving are key, we encourage you to apply. Please submit your CV and a brief cover letter addressing the key requirements via email to recruitment@bbcatholic.org.au

Applications close Friday, 28 March 2025 (apply early, as we may close sooner if the role is filled).

The Diocese of Broken Bay is committed to creating a safe environment for all, with zero tolerance for abuse. Successful applicants will need to complete a National Police Check.

Note: Only candidates with the right to work in Australia can apply. No agency contacts, please.