



Parish & Finance Administrator

Applications Close: 5th June 2026, midday.

Shortlisting: 5th June pm

Interview: 9th June, 10-12

About the Role

St Mary's is a particularly busy church, and no two weeks are quite the same. Alongside regular worship, the building hosts public events, meetings, rehearsals, volunteer activity and a steady flow of visitors. The right person for this role will enjoy working in a lively environment, be able to manage competing priorities, and take satisfaction in keeping things organised and running smoothly behind the scenes.

At the heart of the role is important administrative and financial responsibility. The Parish & Finance Administrator will need to be highly organised, efficient and dependable, with a strong eye for detail and the ability to plan ahead. They will oversee a substantial volume of payments into and out of church accounts, maintain accurate records, and support sensitive processes such as payroll with absolute reliability, discretion and integrity.

More widely, this role calls for someone who is confident, tactful and proactive in working with others. There will be times when the Parish & Finance Administrator needs to chase up actions or keep colleagues to deadlines, doing so in a way that is clear, friendly and constructive. They will also be a key point of contact for the church, so a warm, welcoming manner and the ability to inspire confidence by phone, email and in person are essential. St Mary's has a small and close-knit staff and volunteer team, so this role would suit someone who is collaborative, adaptable and willing to pitch in where needed.

Support and Development

Within St Mary's, you will be line-managed by Adele Siepmann (Operations Director). Adele joined St Mary's in January 2026 from the parish of St Peter's with All Saints, Nottingham, where she had many years experience in the unique arts of church administration. Usually working alongside her in the office, you will also have a fortnightly 1-1 catch-up and participate in the church's professional review process (three meetings a year).

Other key partners will include Jean Hammonds, the church's volunteer Assistant Treasurer. Jean has excellent practical knowledge of St Mary's finances and will work closely alongside you to manage day-to-day running of accounts, especially in the early stages. The Vicar, James Saunders, will work with you on most aspects of parish administration, including the planning of services. Duncan Purves, St Mary's Events Manager, will work with you on matters relating to our extensive events programme. Finally, our Director of Music, Peter Davis will be your link for matters relating to the church's choirs and concerts.

We understand that some aspects of church life may be unfamiliar and require a degree of specialist technical knowledge. Full support and training will be available, as required.

About St Mary's

- We are a **parish church**, serving a small but densely-populated square mile of Nottingham City Centre. Our parish is full of shops, cafés, offices, arts and cultural centres. It has student halls, flats, family homes and lots of public buildings. The streets are busy with people day and night. Among them are well-paid professionals, workers on minimum wage, tourists, shoppers, and some very vulnerable people who are sleeping rough.
- We are a **congregation**, gathered from across the city and beyond. While diverse in background, most people are attracted to worship at St Mary's initially by the stunning medieval architecture and exceptional musical tradition. They stay because of the warm community and open, undefensive way in which Christian faith is explored.
- We are **Nottingham's civic church**, meaning we have a particular calling to engage with, support and pray for the life of the city. In practice, this means we seek to build relationships with a diverse range of organisations, including the City Council, legal profession, universities, schools, businesses and many others. Nottingham Workplace Chaplaincy has strong links with the church as part of this ministry.
- We are a popular **venue for events**. Some of these are commercial lets and support church funds. Others - such as school Carol Services, concerts or Nottingham Light Night - are hosted as part of our commitment to play an active part in community life.
- We are a **haven of peace** in the heart of the city centre. While only metres from the Nottingham Contemporary and Motorpoint Arena, St Mary's is just far enough away from the crowds to provide a place of stillness and calm. We're open for visitors Monday – Friday and, alongside the tourists, find lots of people coming into the church and churchyard to grab a few moments of reflection and prayer.



We are **on a journey**, with a recently-refreshed vision and new purpose. While there are inevitable challenges, St Mary's is confident in the future, sharing good news of God's love in word and action with ever-growing numbers of people.

Role Description

Title	Parish & Finance Administrator
Location	St Mary's in the Lace Market, High Pavement, Nottingham
Contract	Permanent
Reports to	Operations Director
Basis of employment	Part-time: 20 hours per week
Salary	£14,674
DBS Check required?	Yes (Basic + completed Confidential Declaration)

1. Job Purpose

To provide reliable, efficient administrative and financial support that enables the day-to-day life of St Mary's to run smoothly and well. The Parish & Finance Administrator plays a key role in maintaining accurate financial processes, supporting parish administration and communications, and helping the church serve its congregation, visitors and wider city.

2. Main Responsibilities

a. Financial Administration including, but not limited to:

- Raise and paying invoices promptly
- Manage monthly salary payments, in conjunction with the church's accountants
- Administer matters relating to church workers pension payments
- Manage book-keeping software
- Weekly cash counting, alongside another member of staff
- Provide administrative support during budget preparation and the annual accounts audit
- Produce reports for PCC and Standing Committee

b. Parish Administration including, but not limited to:

- Deal with Email enquiries and phone enquiries promptly
- Complete various Returns to a set timetable
- Create publicity for services and events
- Photocopying
- Order supplies as and when required
- Administrative support for the Music Department

c. Safeguarding and Professional Development

- Complete all required safeguarding training (Basic/ Foundation)
- Complete other training and professional development, as necessary.

3. Person Specification

		Essential	Desirable
Personal Characteristics	Satisfactory references and Basic DBS check.	✓	
	Highly-organised	✓	
	Friendly and naturally collaborative	✓	
	Sympathy with St Mary's Christian mission and commitments.	✓	
Competencies and skills	Excellent communicator, in person and in writing	✓	
	Numerate	✓	
	Able to work as part of a team, able to support and bring out the best in colleagues.	✓	
	Competent user of common computer software, including MS Office and Canva.	✓	
	Competent user of mainstream social media tools (Instagram and Facebook)		✓
	Competent user of common book-keeping software		✓
Qualifications & Experience	Educated to A level standard or equivalent level of work experience.	✓	
	Experience working in an office environment		✓
	Experience working in a church setting		✓
	Experience keeping and interpreting financial records		✓
	Relevant qualification		✓
Knowledge & Understanding	Understanding of financial accounts and records	✓	
	Understanding of Anglican liturgy and worship		✓
	Understanding of the principles of Safeguarding of Children and Vulnerable Adults, and willingness to develop a thorough working knowledge of safeguarding.	✓	
	Familiarity with the context of St Mary's as a city centre church and of the City of Nottingham.		✓
Special Requirements	Willing occasionally to work flexibly, recognising that Church life does not fit normal office hours.	✓	

- **Terms of Employment**

Work pattern	Standard working hours for this post are 20 hours per week (FTE = 35 hours). The days and times on which these are worked will be discussed with candidates. Time off in lieu will be given where appropriate. Some flexible working is essential according to the needs of the role and responsibilities.
Salary	£14,674 , with 5% employer's pension contribution.
Holiday	25 days per annum, plus 8 bank holidays (pro rata)
Probation	6 months



Want to find out more?

If you would like to have an informal discussion, arrange a visit or simply find out more, we'd be delighted to arrange this. Please contact Adele Siepmann (operations@stmarynotts.org) or James Saunders (vicar@stmarynotts.org).

