



**The United Benefice of St Peter's Henfield  
with St Giles' Shermanbury and  
St Peter's Woodmancote**

*"Learning living and sharing God's Love"*

**Parish Administrator and Finance Assistant**

The three Church of England parish churches of St Peter's, Henfield, St Giles', Shermanbury and St Peter's, Woodmancote are looking for a gifted, experienced, and skilled administrator and finance assistant to join us on a flexible, part-time basis, to support our work and ministry. Based in the office at St. Peter's Church in the large West Sussex village of Henfield, the ideal candidate will be able to facilitate and undertake the day-to-day administrative and financial operations of the churches in close co-operation with the Vicar, staff team, and Church officers, especially the Churchwardens and Treasurer. As well as providing effective administration, the post-holder will be expected to be a key face of the church to the wider community, from answering the phone and meeting people in the office, to booking special events and managing bookings both the Church and Church hall, better enabling us to serve our parish. This position requires an exceptional degree of professionalism and the ability to work in an ever-changing environment, where multi-tasking, sound decision making, self-motivation and discretion are essential. Equally the post-holder will need confidence and proven organisational, financial, communication and sensitive interpersonal skills. Whilst it's not essential for the job holder to be a regular church goer, it is essential that applicants are in sympathy with the aims and ethos of the parish as a Christian organisation and part of the Church of England.

**Hours:** Part Time **20 hours a week**

**Salary:** **£9,880** per annum

This post is subject to an enhanced DBS check.

**Closing date:** Midday 24<sup>th</sup> August

**Interviews:** 28<sup>th</sup> and 29<sup>th</sup> August

For further details or to apply please contact

The Revd Paul Doick | 01273 492017 | [p.doick@btinternet.com](mailto:p.doick@btinternet.com)



**The Parochial Church Council of St Peter's Henfield is a registered charity No 1130458.  
The Parochial Church Councils of St Giles Shermanbury and St Peter's Woodmancote  
are exempted from charity registration under the Charities Act 2011**