

Parish Support Partner

- Christian professional services organisation in CBD location
- Key team member
- Providing support to parishes of the Diocese

About us

Sydney Diocesan Services (SDS) is committed to enhancing the capacity for mission through the provision of a range of professional services to organisations and churches in the Anglican Church Diocese of Sydney. SDS is embarking on a journey to meet the changing needs of its stakeholders and this role is an opportunity to impact the Diocese with your expertise.

About the role

The Diocesan & Corporate Services (D&CS) team is seeking a key team member to provide support to parishes of the Diocese, with a focus on providing guidance and resources to help with their financial responsibilities. In this role you will be responsible for a number of key areas, including:

- Administering the Parish Cost Recovery charge process to parishes
- Administering Superannuation contributions, Stipend Continuance premiums, Long Service Leave contributions and Sickness and Accident contributions; along with coordinating individual claims.
- Responding to parish phone and email queries about these matters

The D&CS team provides services to the Synod and the Standing Committee, as well as many of the central organisations of the Diocese. The Parish Support Partner will have opportunity to be involved in projects and events (such as Synod) alongside the rest of the D&CS team.

About You

You will have had experience in an office environment, where you have managed your own responsibilities, demonstrated a positive and proactive approach coupled with excellent client service skills. You will have strong Microsoft office skills (Word and Excel in particular). As this role is financially focused, we envisage you will enjoy the detail of financial transactions, have experience in banking, accounting or financial management, and a passion to serve the church. You will likely have degree level qualifications, but this is not essential.

Consistent with the ethos and values of SDS, applicants for the position should have a demonstrated Christian commitment, ideally as a member of an Anglican church in the Diocese.

- Apply now with a covering letter and resume to recruit@sydney.anglican.asn.au
- Email recruit@sydney.anglican.asn.au or contact Rebecca on 9265 1559 for a position description.



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