



Assistant Registrar

Position Description

The Assistant Registrar, as the title suggests, assists the Registrar/Business Manager across a range of financial, property, legal, risk management and HR responsibilities but has a particular focus on all aspects of licencing and compliance for clergy and licenced lay ministers (LLMs) across the diocese. This is a **one-day a week role** but may on occasion be increased to cover essential tasks of the Registrar/Business Manager and the Administration Assistant during periods of leave. Working hours are flexible and the role is remunerated at a level that accords with its executive level responsibilities.

Principal responsibilities

The role will include (but will not be limited to) working with the:

1. **Ministry Development Officer** to provide services around licencing and ongoing professional standards and professional development compliance for ordinands, clergy and LLMs.
2. **Administration Assistant** to provide services around authorising and ongoing professional standards and professional development compliance for volunteers in ministry, including our Special Religious Education (SRE) teachers.
3. **Bishop and the entire diocesan team** to assist with the delivery of key annual events such as Synod, clergy retreat, diocesan conference, and diocesan camp.
4. **Registrar/Business Manager** to familiarise themselves with and then perform the following key tasks during periods of leave:
 - working with our professional standards director, our legal advisers and the National Redress Scheme on matters of historic abuse;
 - working with our accounting professionals to deliver all aspects of payroll, accounts receivable and accounts payable services including month end reporting and reconciliations;
 - producing and distributing agendas and minutes for key governance bodies such as Bishop in Council, Anglican Property Trust, and the Anglican Managed Investments Fund;
 - negotiating with our insurers on claims and premiums;
 - advising clergy, churchwardens, parish treasurers and secretaries on key aspects of their role.

Selection criteria

1. A committed Christian, knows and loves the Lord Jesus, grasps the Gospel, is actively part of a church (Anglican church desirable) and is thereby able to embrace the mission of the diocese.
2. Qualifications in management, accounting, or law
3. Experience in a management position with a proven record of success.
4. Sound and timely decision-making skills.
5. Excellent interpersonal communication and leadership skills, with the ability to communicate with a diverse range of staff, clergy, and parishioners.
6. Ability to lead by example and demonstrate a strong sense of Christian maturity, integrity, ethics, and dependability.
7. Strategic thinking, planning and creative problem-solving skills.
8. Ability to work under pressure with efficiency.
9. Familiarity with small business accounting software such as Xero