

VACANCY ON PARISH ADMINISTRATIVE TEAM

The Faith Community of St Patrick and St Brigid in Celbridge and Straffan, the home of the Roncalli Community, requires someone to work on a part - time fixed contract basis at 20 hours per week.

Duties include accounts, banking, including internet banking, and interconnecting with the diocese on finance.

The appointed person is expected to have prior administrative experience and be IT literate, professional, be able to work as part of a team.

Pay and conditions will reflect the part time nature of the role and the experience of the successful candidate.

Applications in writing including a current CV to Rev. Fr JoeMcDonald PP VF, Parochial House, Main Street, Celbridge
or by email to joe_mcdonald2006@yahoo.ie by 5pm Thursday 1st July 2021