



St Patrick's Archdiocesan Trust



#JOB-2466252



9 Fair Street, Drogheda, Co. Louth, A92 T6WY



No of positions : 1



Paid Position



15 hours per week



Dependent On Experience



27/08/2026



11/09/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : omccullough@aracoeli.com



Open your camera
app & point here
to view this ad
online



Parish Secretary (with Bookkeeping)

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

St Peter's Parish Drogheda invites applications for the position of Parish Secretary. Based in Drogheda, this is a key role with responsibility for provision of full secretarial support to the parish.

The successful candidate will have responsibility for all administrative duties, payment of accounts due and maintenance of accurate and timely records of all the income and expenditure of the parish.

The ideal candidate will have:

- A qualification at NFQ Level 5 (or equivalent) in Business Administration, Office Administration, Secretarial Studies, Accounting Technician, Bookkeeping, Business Studies, or a related discipline.
- A minimum of 3 years' administrative or secretarial experience in a busy office environment.

Experience in the community or voluntary sector, as well as experience of liaising with auditors, regulatory bodies, or governance committees is desirable.

This role is a part-time role at 15 hours per week, with flexibility in working hours and days, subject to the needs of the parish.

Remuneration: Salary to be agreed with the successful candidate upon appointment, dependent upon experience.

For further details and a full job description, please contact the HR department of the Archdiocese of Armagh by emailing omccullough@aracoeli.com

Closing date for applications: 1pm Friday 11th September 2026

St Peter's Parish Drogheda is an Equal Opportunities Employer

- **Sector:** administrative and support service activities

Career Level

- Experienced [Non-Managerial]