



**JOB TITLE:** Cemetery Officer – North Sheen Cemetery

**CONTRACT TYPE:** 40 hours per week (Full time)

**SALARY:** £29,031.00 per annum

We are looking for someone preferably who has previous experience within bereavement service or the funeral industry. The successful candidate must be a self-motivated, organised and proactive individual. They will work as part of the LBHF Bereavement service team, to provide a compassionate and efficient Cemeteries service in a professional manner. To undertake the operations of the Cemetery Service in accordance with burial procedures laid down by Home Office Regulations, idverde and Council procedures.

Reporting to the Cemetery Manager you will be responsible for:

- Undertaking transfers of ownership and associated paperwork as required.
- Maintaining accurate cemetery records
- Recording bookings for burials and administering paperwork for the successful completion of all cemetery processes including memorial permits.
- Using a database system to record and retrieve grave information, in addition to other basic office packages such as Outlook, Word and Excel.
- Identifying and assisting in the location of grave plots to cemetery stakeholders or preparation of upcoming burials.
- Processing payments and maintaining financial records.
- To undertake routine clerical tasks such as filing, photocopying, receiving and dispatching mail, answering phones and responding to emails.
- To carry out Sexton Duties within the Cemetery as required.
- To take bookings from funeral directors ensuring all relevant paperwork is completed to the specified standards. The main accountabilities are indicated above although other duties of an appropriate level and nature will also be required. The ideal candidate must have:
- Excellent communication skills, spoken and written.
- Excellent computer skills, including knowledge of basic Microsoft packages
- Prior experience in a Bereavement Service, office based.

To apply for this role please send your CV and Cover letter to Rebekah Parrott at [Rebekah.Parrott@lbhf.gov.uk](mailto:Rebekah.Parrott@lbhf.gov.uk)

**Closing date for applications:** Friday 24<sup>th</sup> May 2024. If you do not hear from us within two weeks of the closing date, please presume your application was unsuccessful on this occasion.