

## JOB DESCRIPTION

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| <b>Job Title:</b>                    | Part-Time Finance Officer (Maternity Cover).   |
| <b>Lay Employee in the Location:</b> | The Ripon & Lower Dales Methodist Circuit.<br>Based from Allhallowgate Methodist Church, Ripon, HG4 1LG with a requirement, on occasion, to travel to churches across the Circuit.   |
| <b>Employed by:</b>                  | Ripon & Lower Dales Methodist Circuit (Charity Number 1133792).  |
| <b>Responsible to:</b>               | The Finance Officer will be appointed a Line Manager, who in this instance is the Circuit Administration Manager of the Ripon & Lower Dales Methodist Circuit, or any other post holder that may be notified to them through the circuit leadership team.<br><br>The role will be accountable through the Circuit Meeting to the Superintendent Minister of the Ripon & Lower Dales Methodist Circuit. |
| <b>Purpose:</b>                      | To provide maternity cover for the post of finance officer across the Ripon & Lower Dales Methodist Circuit fulfilling the responsibilities of a finance officer in accordance with Methodist standing orders.   |
| <b>Key Relationships:</b>            | The Superintendent Minister, Circuit Leadership Team, Circuit and Church Officeholders, Circuit Stewards, the District Treasurer, the Payroll Bureau, and all Local Church Treasurers.   |

### Main Responsibilities:

- To fulfil the responsibilities of the Circuit Finance Officer in accordance with Methodist standing orders.
- Manage the circuit trust funds and all accounts.
- Pay invoices and other expenses, including those of ordained and lay circuit staff.
- Manage the payroll of circuit staff via Church House payroll system.
- Prepare forms P11D annually within specified time limits.
- Manage cash flow and claim any gift aid due.
- Work with others to manage grant applications from churches to circuit and from circuit to other organisations or levels of the Methodist Church.
- Support the circuit stewards and Superintendent Minister with financial aspects of managing the circuit, e.g., sale or purchase of property, the consents system.
- Maintain financial records, book-keeping, and balancing circuit accounts.
- Take responsibility for drawing up end of year accounts, completing the Accrual Form of Accounts and submitting Circuit Charity Commission Returns, with assistance from the Circuit Administrative Manager and Superintendent Minister.
- Draw up an annual circuit budget including assessments by liaising with all church treasurers. Review and monitor the current agreed 5-year financial forecast.
- Meet with church treasurers to review church assessments, ready to take to Circuit Meeting for approval.
- Submit reports to the Circuit Leadership Team and the Circuit Meeting, attending each meeting as required and ready to speak to the reports and respond to any questions arising from them. Attendance at some evening meetings will be required and working pattern adjusted accordingly.
- It is possible that some churches in the circuit may seek separate administrative assistance where no treasurer is in post. You will be required to act in the role of church treasurer liaising with their Church Stewards and preparing financial reports to present to their Church Council meetings.

**Other Duties:**

- Any other duties and responsibilities that are identified by the Finance Officers Line Manager that are within their capabilities and level of responsibility, and that are in line with the existing and developing needs and mission of the Ripon & Lower Dales Methodist Circuit.

**Training Requirements:**

- To fulfil the requirements of the post there may be additional training requirements in areas not exhaustive to GDPR, Health and Safety, and Data Protection. Any such training will be undertaken during contracted hours or will be recorded as TOIL.

**Terms and conditions:**

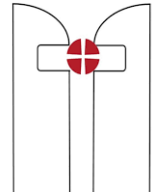
This is a fixed term appointment via the issue of a fixed term contract for 6 months to cover a period of maternity leave, with the possibility of an extension at the end of the set period, commencing on an agreed start date on or closely after 3<sup>rd</sup> October 2022.

- Working hours will be **15-20** hours per week worked flexibly and agreed in advance with the Finance Officers Line Manager. To fulfil the role, it is recognised that there may on occasion be the necessity for an irregular working pattern.
- The hourly rate for this post is **£13.50**.
- Annual leave entitlement for a full-time employee is **33-days** or **244.2 hours** (including public holidays), calculated pro-rata for part-time employees. Based on a 15-hour working week annual leave entitlement for this post is calculated to be **99** hours per annum.
- There is a contributory pension scheme to which eligible employees will be auto enrolled. Details of contribution rates will be provided on request.
- At least two days free of responsibilities each week.
- All reasonable and agreed expense will be reimbursed.
- Appointment will be subject to satisfactory references.
- Appointment is subject to completion of a satisfactory probation period of 3-months.

**Management:**

The Finance Officer will be appointed a line manager who in this instance is the Circuit Administration Manager of the Ripon and Lower Dales Methodist Circuit and whose responsibility it will be to:

- Become familiar with the work of the Finance Manager.
- Determine priorities for the work, working with them to encourage appropriate and relevant responses to new challenges and opportunities.
- Monitor and evaluate any training and development needs of the Finance Manager, offering necessary encouragement and support.
- Ensure access to continual professional development is provided.
- Ensure good and consistent communication lines between all involved stakeholders.
- Act as a "sounding board" to the lay employee.



## PERSON SPECIFICATION

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**Lay Employee in the** The Ripon & Lower Dales Methodist Circuit.  
**Location:** Based from Allhallowgate Methodist Church, Ripon, HG4 1LG with a requirement, on occasion, to travel to churches in the Circuit.  
**Employed by:** Ripon & Lower Dales Methodist Circuit (Charity Number 1133792).

| Attributes                         | Essentials  | Desirable  | Method of Assessment |
|------------------------------------|---|--|----------------------|
| <b>Education &amp; Training</b>    | A good general standard of education to a minimum of GCSE level.  | Higher educational attainment, preferably in finance related subjects.                                       | A, I, Q              |
| <b>Professional qualifications</b> | Formal financial training.  | An accounting qualification AAT, ACA, ACCA or similar.   | A, I, Q              |
| <b>Experience</b>                  | Proficient and with proven experience in bookkeeping and accounts preparation work.   | Previous employment in an accounting role.   | A, I                 |
|                                    | Computer literate and experienced in the use of Microsoft Office software including Word and Excel.                             | Advanced office and computer skills including accounting software and online banking.                        | A, I                 |
|                                    |   | An understanding of payroll matters including the legislation relating to workplace pensions.                | A, I                 |
| <b>Proven ability</b>              | Able to prepare annual financial accounts with supporting documentation in a form suitable for audit / independent examination. | Knowledge of Charity Commission requirements including accounting and disclosure requirements for charities. | A, I                 |
|                                    | Able to prepare and present annual budgets and financial forecasts.   |  | A, I                 |
|                                    | Experience in administration and clerical duties gained from working in an office environment.                                  |  | A, I                 |
|                                    | Able to prioritise workloads, manage competing priorities and achieve deadlines.  |  | A, I                 |
|                                    | Accuracy and attention to detail, e.g., proof reading of documents.   |  | A, I                 |
|                                    | Ability to use initiative and work with the minimum amount of supervision.  |  | A, I                 |

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|  | Able to interpret financial information quickly and accurately.   |   | A, I |
| <b>Special qualities and aptitudes</b> | Able to manage complex tasks involving the collation of information gained from within and outside of the Circuit and presentation of that information in an accessible manner within appropriate timescales.   |   | A, I |
|  | Good communication and inter- personal skills, professional, approachable, and sensitive style.   |   | A, I |
|  | Able to work both independently and collaboratively with volunteers   |   | A, I |
|  | Awareness and understanding of issues of confidentiality.   |   | A, I |
| <b>Any other requirements</b>          | In sympathy with, and a willingness to understand and engage with the Methodist Church.   | Knowledge of Methodist procedures and practice. | A, I |
|  | A willingness to undertake appropriate training, where deemed necessary, in a prompt and timely manner.   |   | A, I |
|  | Demonstrate awareness of, and sensitivity to, issues of equality, diversity and inclusion and a commitment to the unique value of the individual in all aspects of the Church's life as expressed in the Methodist Church's strategy for Justice, Dignity and Solidarity. |   | A, I |
|  | Attendance at occasional evening or weekend meetings will be required.  | Ability to travel locally as work requires.     | A, I |
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A – Application form; I – Interview; Q – proof of qualification (certificates or transcripts)