

**FINANCE OFFICER (part-time)****The Oxford Methodist Circuit**

The Oxford Methodist Circuit is a group of 10 churches serving the city of Oxford and surrounding small towns and villages. The Circuit's purpose is "to support its worshipping communities in a time of change so we can flourish as outward-looking witnesses of God's inclusive love." The Circuit is staffed by three ministers, led by the Circuit Superintendent, and five part-time lay workers. Volunteers play a large part in running the Circuit and its churches. Find out more at <http://www.oxfordmethodists.org.uk/>

Each church is governed by a Church Council, and has a Church Treasurer, who is a volunteer who is usually a member of that church. Most churches hire out their buildings during the week, to regular or occasional users. Each church has charitable status, but because income is less than £100,000 per year they are excepted from registering with the Charity Commission.

**Job Purpose and objectives**

This role offers support on finance initially to three churches in the north of the Circuit: Woodstock (with a membership of 49 people), Kidlington (48) and Tackley (10). The Kidlington and Tackley churches are currently in the process of merging their governance, including finance.

The objective of the role is to work with each Church Treasurer to enable each church to understand and manage its finances. This will also have the benefit of freeing up volunteer time to focus on mission and other church and circuit priorities.

More information on each church is available at <https://woodstockmethodists.org.uk>, and <https://kidlingtonmethodists.org.uk>.

Ideally, the postholder would have scope to increase hours over time to provide support to more churches and the Circuit Treasurer.

**Responsible to**

Circuit Treasurer (though this may be delegated)

**Main responsibilities**

- Keeping accounting system entries up to date on a monthly basis
- Checking and reconciling bank statements
- Issuing / processing all sales invoices (on instruction)
- Issuing / processing all purchase invoices (with an approval process).

- Managing and chasing creditors (for example for bookings of church buildings)
- Setting up payments on the online banking system for second authorisation by one of a small number of trustees with access to the system.
- Providing a monthly report to each Church Treasurer and generally liaising with them.
- Providing a quarterly financial report to Finance and Property committee, and thence to Church Council, as trustees
- Preparing the Church's annual accounts and arranging independent examination (or audit if required in future).
- Providing annual budget scenarios for Property and Finance, and thence Church Council
- Attending meetings of Property and Finance, and Church Council, each three or four times per year.
- Manage credit card receipts (from Sum-Up etc)
- Administer the Gift Aid scheme, and prepare the annual claim, for approval by the Treasurer or Gift Aid Secretary.
- Monitor income, including monthly payments from members, highlighting any changes to the Treasurer.

### **Location**

The work will be based at home. Occasional visits will be needed to the churches, primarily for meetings.

### **Management**

The Circuit Treasurer, or their delegate, will be the Line Manager of this post. Their responsibilities will be to:

- Become familiar with the work of the post.
- Encourage good communications with the churches.
- Monitor and evaluate progress with the postholder on a regular basis (meetings will take place monthly during the probationary period and at least quarterly thereafter).
- Act as a "sounding board" to the postholder.

### **Terms and Conditions**

- Terms of appointment: Permanent, part-time (initially 1.5 days per week ie 30% FTE).
- The salary/rate of pay will be £8,743 pa (30% of £30,500 per annum FTE)
- Normal working pattern: To be agreed.
- All reasonable expenses will be reimbursed and a small allowance given for on-going training.

- There is a contributory pension scheme to which eligible lay employees will be auto-enrolled. Lay employees who do not meet the auto-enrolment criteria are eligible to join the scheme subject to certain provisions.
- An annual leave entitlement per year including Bank Holidays equivalent to 33 days for full-time employment.
- Appointment will be subject to satisfactory references.
- Appointment will be subject to the satisfactory completion of a three month probationary period.

## PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Education and Training	Educated to minimum GCSE level (including at least a C equivalent in English and Maths)	Book-keeping qualification	A,Q,I
Relevant Experience	Experience of book-keeping	Previous experience in a church/charity context	A,I
	Understanding of what and when to communicate with church treasurer		A,i
Special Qualities or Aptitudes	Good communication skills, written and oral		A,I
	Ability to work independently		A, I
	Attention to detail		A,I
	Efficient time management		A,I
Other Requirements	Sympathy with the aims and ethos of the Methodist Church		A, I

A – Application form; I – Interview; E – Exercise; Q – proof of qualification (certificates or transcripts)