**JOB DESCRIPTION**

**JOB DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title** | **Circuit Administration & Finance Officer** | | |
| **Reports to** | Circuit Steward /  Circuit Superintendent Minister | **Location** | Hinckley Circuit, Leicestershire |
| **Circuit** | Hinckley Circuit, Leicestershire | **Salary** | **£11,814 (16 hours per week)** |

|  |
| --- |
| **Job Purpose and Objectives** |
| *To provide administrative support to the Circuit. To run an efficient circuit office, including compliance with Methodist and Charities Commission policies and structured management of the circuit finances* |

|  |  |
| --- | --- |
|  | |
| **Responsible to:** | The Lay Employee will be employed by the Managing Trustees of Hinckley Circuit Meeting and will be line managed by: Circuit Steward / Superintendent Minister. |
| **Responsible for:** | n/a |

|  |
| --- |
| **Main Responsibilities** |
| Administration   * Provide administrative support to Circuit Staff and Church and Circuit Officers as required. * Be a communications hub for the circuit. Produce and distribute a weekly e-newsletter for the purpose of information sharing. Maintain and distribute a circuit directory annually * Maintain circuit information on the Charity Commission and Methodist Connexion websites, including submitting an Annual Report to the Charities Commission. * Assist the Circuit Meeting Secretary as required. 2 Meetings per annum are held in March and September. Attend and minute out of hours meetings as required (includes Circuit Meeting and meetings of the Circuit Leadership Team) * Oversee data protection compliance throughout the circuit and its churches. * Monitor compliance and training and maintain safeguarding and other training records for the circuit and its churches. Liaise with training officers * Additional duties as required in consultation with the Circuit Stewards   Finance   * Maintain accurate financial records of the income and expenditure of the Circuit (currently on Excel spreadsheets). Maintain electronic and paper filing of transactions and finance related correspondence * Receive and bank income and make payments on behalf of the Circuit in accordance with the circuit budget. Receive and forward Connexional Funds on behalf of the Methodist Church. * Ensure best value for money for investments and payments made on behalf of the Circuit keeping, suitable amounts in the different circuit accounts. Ensure compliance with the financial guidance and taxation rules as provided by the Methodist Church * Prepare the annual financial statement (Accruals accounts) to the Trustees of the Circuit (September Circuit Meeting) and submit to an Independent Examiner for examination and approval. Compile and submit statement of circuit and church accounts to Northampton Methodist District. * Review circuit reserves policy annually in consultation with Church Treasurers and Circuit Stewards. * Additional duties as required in consultation with the Circuit Stewards   Good computer literacy is needed together with the ability to run and maintain a large high volume printer.  Knowledge of accruals accounting is essential.  A car is necessary to undertake occasional journeys in connection with the job. |

|  |
| --- |
| **Terms and Conditions** |
| * Terms of appointment: Permanent position (following successful completion of 3 months probationary period) starting July 1st 2025 * The salary/rate of pay will be: £14.20 per hour * Normal working pattern: 16 hours per week. Work pattern negotiable * 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. * At least one day free of responsibilities each week. * 28 days annual leave entitlement per year (pro-rata for part-time employees). * Appointment will be subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) disclosure. * Appointment will be subject to satisfactory references. * Appointment will be subject to the satisfactory completion of up to three month probationary period. * Opportunities for study and for training. |