**HINCKLEY CIRCUIT** 

**Person Specification**

**Job Title**: Circuit Administration and Finance Officer

Method of Assessment A – Application Form, I – Interview, Q – proof of qualification

(certificates or transcripts) R-references

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| **Attributes** | **Essential** | **Desirable** | **Method of Assessment** |
| Education & Training | Mathematics and English to GCSE level or above | Bookkeeping or accounting qualification | Q |
| Experience | Previous experience in an administrative role  Experience of preparing a budget | Experience of writing a reserves policy  Previous experience in a financial role | A/I/R |
| Knowledge & Skills | Excellent organisation skills | Familiarity with Methodist practice and financial policies | A/I |
| Familiarity with Excel spreadsheets and online banking | Familiarity with accruals accounting method | A/I |
| Good computer skills |  | A/I |
| Personal  qualities | Ability to work as part of a team |  | A/I/R |
| Good communication skills, both written and verbal |  | A/I |
| Beliefs & Values | Sympathetic to the aims and ethos of the Methodist Church | Member of the Methodist Church or regular attendee | A/I |
| Any Other Requirements | Able to attend evening and occasional weekend meetings |  | A/I |
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