



### **Job Description**

Title:	<b>Circuit Finance Officer</b> (part-time, 20 hours per week)
Employer:	Forest Methodist Circuit
Location:	Hybrid working (includes being based at the Leytonstone Circuit office for a minimum of 4 hours per week)
Line manager:	Operations Manager, with an additional requirement to report to and liaise with the Circuit trustees (through their appointed treasurer)

### **Purpose and Objectives**

To enable, enrich and support the mission and ministry strategy of the Forest Circuit by: -

- Supporting the Operations Manager in managing the day-to-day finances of the Forest Circuit
- Providing financial management support to the Forest Circuit trustees (and/or their appointed treasurer) to enable the trustees to govern the Forest Circuit's finances effectively

### **Main Responsibilities**

#### **1. Managing the day-to-day finances of the Forest Circuit**

This will include: -

- Receiving invoices and arranging payment of suppliers to the Circuit.
- Managing of receipts/deposits into the Circuit bank account(s).
- Managing the receipt of and paying on of collections for others, for example connexional funds.
- Receiving expense claims by ministers and other office holders and employees and arranging payment.
- Maintaining financial records using an appropriate spreadsheet or package and reconciling with the Circuit Bank accounts weekly.
- Incorporating additional transactions such as salaries and stipends, accruals and prepayments to reflect a true position against budget.
- Maintaining documentation required by the auditor at the end of the financial year, for example evidence of payment approvals and meeting minutes.
- Working with the treasurer to produce a draft budget and assessment apportionment, liaising on the method of assessment receipt.
- Receiving all applications to the Circuit for grants and circulate them to the appropriate group meeting for consideration, for example the Circuit Leadership Team (CLT).
- Coordinating the payment of agreed grants, monitoring and reporting grant usage.

#### **2. Working with the Circuit meeting and the CLT to deliver appropriate financial management of Circuit funds**

This will include: -

- Carrying out all financial tasks in line with required procedural and governance controls, for example providing all required documentation to payment authorisers to enable payments to be authorised.

- Producing financial management reports for the Circuit meeting, CLT and church treasurers, including some statutory reporting for example P11D\*s (\*A P11D form is a document used by an employer to list any expenses of benefits given to employees. It is submitted to HMRC yearly.)
- Requesting and receiving information and reports from churches and reporting on this, for example end of year Standard Form of Accounts; Reserves policy; church financial balances, membership numbers.
- Providing administrative support for finance meetings, including taking notes of meetings, compiling agendas and circulating papers to meeting participants.

### **Terms and Conditions:**

- Terms of appointment: Permanent
- Salary £17.31 per hour depending on prior experience
- Flexible working (including 4 hours per week in the Circuit office and occasional attendance at evening meetings)
- A 6% pension contribution will be paid by the employer through The Pensions Trust with the option of the employee making further contributions
- 20 days annual leave entitlement per year (pro rata) plus Bank Holidays
- Appointment will be subject to a satisfactory Enhanced Disclosure and Barring Service (DBS) disclosure
- Appointment will be subject to satisfactory completion of a 4-month probationary period.
- All reasonable expenses will be reimbursed.
- Appointment will be subject to satisfactory references.

### **Management: -**

The Circuit Finance Officer will be line managed by the Operations Manager whose responsibilities will be to: -

- Oversee a suitable induction programme
- Be familiar with the work of the employee
- Determine priorities and strategies for the work in line with the Forest Mission and Strategy and put together an action plan
- Prepare with the employee a personal development plan and identify any training and development needs
- Encourage and facilitate good communications between the employee, the local churches and the Circuit
- Monitor and evaluate progress with the employee on a regular basis in line with the action plan
- Carry out an annual appraisal
- Act as a "sounding board" to the employee
- Ensure that the employee receives suitable pastoral support
- Work with the Employee to encourage the Circuit to respond to new challenges.

The employee along with other paid staff will meet quarterly with the Circuit Staff Management Group.

## **Circuit Finance Officer - Person Specification**

### **Essential**

Substantial experience in finance administration

Experience of using finance management software systems including Excel and Xero. Experience of transferring accounts into Xero.

Excellent organisation skills

Excellent (written and verbal) communication skills

### **Desirable**

Finance qualification - either accounting technician (Association of Accounting Technicians), or part/fully qualified professional accountant (Association of Chartered Certified Accountants/Chartered Accountant/Chartered Institute of Management Accountants)

Experience of working in the charity sector