

## **Bradford South Circuit of the Methodist Church**

are seeking to appoint a

### **Circuit Finance Officer**

for 10 hours per week (flexible to suit, by agreement with the Line Manager)

The post will be based in the Circuit Office at Clayton Methodist Church Clayton Lane, Clayton, Bradford, BD14 6PA. The Circuit is made up of 8 churches situated in their own buildings and a pub-based church based in Bradford city centre. The Circuit Finance Officer will report to the Circuit Leadership Team and provide information to the external accountants who produce the detailed charity accounts.

The successful applicant will be able to offer a range of experience in accounts, have good interpersonal skills and an excellent attention to detail. The role also requires proficient use of Microsoft Excel

Ideally the successful applicant will be part qualified and able to show they have worked in a similar role as a stand-alone finance officer, including being responsible for the following:

- Full management of a sales and purchase ledger (or equivalent)
- Management and reconciliation of bank accounts and petty cash
- Production of financial statements, reconciliations, preparation of spreadsheets and reports
- Preparation of annual accounts
- Financial forecasting

The post will require attendance at occasional evening meetings.

Rate of Pay: £15.10 per hour with the option to enrol in the Circuit's NEST workplace pension scheme.

The current Finance Team welcome questions about the role – initial contact with them can be made via email: [bfdsouthfinance@yahoo.com](mailto:bfdsouthfinance@yahoo.com)

Closing date for applications: 19<sup>th</sup> August 2022 at 4 pm. Interviews will be held on 30<sup>th</sup> August 2022

Preferred Start date: 1<sup>st</sup> October 2022

Application packs can be obtained from:

Rev Lyn Gregg

% The Circuit Administrator

[bradfordsouthcircuit@gmail.com](mailto:bradfordsouthcircuit@gmail.com)