

Bradford North Circuit of the Methodist Church

Circuit Finance Officer

15 hours per week, Monday to Friday
(flexible to suit by agreement with the Line Manager)

This is a stand-alone post with Bradford North Circuit and based in the Circuit Office at Baildon Methodist Church. The Circuit is made up of 12 churches, working together at circuit level. The role reports into the Leadership Team and provides information to the external accountants that produce the detailed charity accounts.

To apply you must have a range of experience in accounts, have great interpersonal skills, a can-do attitude and excellent attention to detail. You must also be adept at using Excel and familiar with accounting software.

Ideally you will be part qualified and able to show you have worked in a similar role as a stand-alone finance officer and been responsible for the following:

- full management of a purchase ledger including contract maintenance and invoice query resolution
- posting and reconciliation of bank accounts
- posting and reconciling petty cash
- production of financial statements, reconciliations, preparation of spreadsheets and reports
- basic HR administration, record keeping, auto enrolment into pension schemes
- preparation of annual accounts
- financial forecasting
- preparation and presentation of budgets

You should be able to attend evening meetings as required (approximately 12 - 15 per annum).

A satisfactory basic disclosure from the Disclosure and Barring Service will be required.

Rate of Pay: £15.10 per hour with enrolment in the Circuit's TPT Flexible Retirement Plan workplace pension scheme

Closing date for applications: 12 noon on Thursday, 26th January 2023

Interviews: Wednesday, 8th February 2023

Starting date: As soon as possible after interview.

Application Packs can be obtained online at:

<https://wesleysbaildon.org/circuit-finance-officer-bradford-north-circuit>

or from:

Rev Philip Drake
c/o The Circuit Administrator
Bradford North Circuit Office
Baildon Methodist Church
Newton Way
Baildon
BD17 5NH

or email: office@bradfordnorth.org.uk