

CIRCUIT FINANCE OFFICER

We are seeking a part time Circuit Finance Officer to work as part of the Circuit Team.

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

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

NEXT STEPS & MAIN TERMS

Hours of work:	15 hours per week, Monday to Friday (flexible to suit by agreement with the Line Manager). You should be able to attend evening meetings as required (approximately 4 per annum).
Contract:	Permanent
Rate of pay:	£15.10 per hour, with enrolment in the Circuit's TPT Flexible Retirement Plan workplace pension scheme
Location:	Based at the Circuit Office, Baildon Methodist Church, Newton Way, Baildon, BD17 5NH
Next steps:	For more information and an application pack, please contact Revd Philip Drake, c/o office@bradfordnorth.org.uk or 01274 597790
Closing date:	27 th February 2023 at 12 noon
Interview date:	6 th March 2023
Start date:	As soon as possible

To learn more about our Circuit and the work that we do, please visit:

www.bradfordnorth.org.uk