

CIRCUIT ADMINISTRATOR & FINANCE OFFICER

We are seeking an Administrator and Finance Officer to build on the dedicated work of our volunteer Circuit Treasurer who retires after a long period of service this summer.

Settle Methodist Circuit is a lively, faith-centred community of six churches situated on the edge of the Yorkshire Dales National Park. This role will be key to supporting our day-to-day administration of the circuit alongside our Superintendent Minister and staff and volunteer teams, providing key financial management and administrative support and oversight, in partnership with the Circuit Meeting, the Church Councils and their appointed officers.

We are looking for an organised, enthusiastic and committed individual, with experience of financial controls and monitoring, who has a keen eye for detail. The successful candidate will work alongside the Superintendent Minister to maintain the circuit financial records, ensure circuit policies and practices are effectively maintained and recorded, including GDPR and Safeguarding as well as day to day administrative support for plan-making, property management and cross-circuit and district communications.

We offer a friendly, supportive team environment in a circuit that is seeking to fulfil our purpose of transforming the lives, communities and towns of the Settle Circuit and beyond.

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

NEXT STEPS & MAIN TERMS

Hours of work:	An average of 16 hours per week, the average being calculated on a four-weekly basis, with core hours of 10:00 am to 2:00 pm on Mondays and the remainder worked flexibly, Monday to Friday, in agreement with your Line Manager. You will not be expected to work on more than four days in a calendar week. You should be able to attend evening meetings as required (approximately six per annum).
Contract:	Permanent
Rate of pay:	£15.50 per hour, with enrolment in the Circuit's workplace pension scheme
Location:	Home based if the candidate lives within or close to the Circuit (an office base is available if preferred). However, regular meetings with the Superintendent Minister in Settle, will be necessary.
Next steps:	For an informal conversation about any aspect of this role, please contact Revd Tim Broughton on 01729 822554. To request an application pack, please send an email to tim.broughton@methodist.org.uk or download one from the Settle Circuit website: www.settlemethodistcircuit.org.uk
Closing date:	Monday, 7 th August 2023 at 5 pm
Interview date:	Week commencing 14 th August 2023
Start date:	18 th September 2023 or as soon as possible thereafter

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