

CIRCUIT FINANCE OFFICER

We are seeking to appoint a part-time Circuit Finance Officer to work as part of the Circuit Team. The person appointed will support the Circuit Leadership Team by providing a proactive approach to the management of the circuit's financial resources, and the accounting arrangements for those resources.

The successful candidate will have experience in a similar role, 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 hold accounting qualifications and be able to show you have worked in a similar role and been responsible for the following:

- full management of a purchase ledger
- posting and reconciliation of bank accounts
- production of financial statements, reconciliations, reports and annual accounts
- basic HR administration, record keeping, auto enrolment into pension schemes
- financial forecasting and preparation and presentation of budgets

The appointment requires a basic DBS disclosure and satisfactory references.

The appointment requires an understanding of the aims, ethos and structure of the Methodist Church in Britain.

NEXT STEPS & MAIN TERMS

Hours of work:	18 hours per week worked flexibly, Monday to Friday, in agreement with the Line Manager, which will include some occasional evening working. Some hours may be worked from home in agreement with the Line Manager. Actual days, start and finish times will be variable in accordance with the needs of the Employer. You will not be expected to work on more than four days in a calendar week.
Contract:	Permanent
Rate of pay:	£17.00 per hour, with enrolment in the Circuit's workplace pension scheme.
Location:	Based at the Circuit Office, St Paul's Methodist Church, Tower Hill, Sowerby Bridge, HX6 2EQ and your home address.
Next steps:	For more information and an application pack, please contact the Circuit Office via office@calderdalemethodistcircuit.org.uk or 01422 359639.
Closing date:	Friday, 17 th October 2025 at 12 noon
Interview date:	Week commencing Monday, 27 th October 2025
Start date:	17 th November 2025 or as soon as possible thereafter

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

www.calderdalemethodistcircuit.org.uk