



# The Methodist Church

## **FINANCE OFFICER**

### ***Richmond & Hounslow Circuit***

#### **WRITTEN STATEMENT OF TERMS AND CONDITIONS OF EMPLOYMENT**

**1. Parties to the Contract of Employment:**

**EMPLOYER:** Richmond & Hounslow Circuit

**EMPLOYEE:** XXX

**2. Date from which these details are current: XXX**

This is a permanent position. This contract may be terminated at any time by either party in accordance with your entitlements as set out in section 17 of this statement 'Ending the Employment'.

**3. Date of commencement of employment in this post: XXX**

No employment with any previous employer counts as continuous service.

**4. Post title: Circuit Finance Officer**

**Place of work:** Home

In this employment, you will work from your home. Please see the Circuit Homeworking Policy for practical details and requirements. (See below for reimbursement of travel expenses.)

The duties and responsibilities of this role are set out in the attached job description. When considered necessary or appropriate by your employer, your job description may from time to time be amended and in addition to the duties set out in it you may be required to undertake such other reasonable duties as are deemed to be within your competence and consistent with your role.

The Supervisor referred to in this Statement refers to the Superintendent Minister of the Circuit (currently Rev'd Geoffrey Farrar). The post holder may at times be matrix managed by other members of the Circuit Leadership Team when the Superintendent is on annual leave or away from duties.

## 5. Probationary Period

Confirmation of your appointment is subject to the satisfactory completion of a period of probationary service normally of six months. During your probationary service you will be expected to establish your suitability for the post. This period of probationary service may be extended if your Supervisor feels that for any reason you have not achieved a satisfactory level, but have the potential so to do. You will not consider yourself to have passed probation until you receive a notification of passing in writing.

## 6. Remuneration:

Your rate of pay is £12,376 *per annum* (based on £17.00 per hour, for 14 hours per week). Salaries are paid monthly by bank transfer on the 15<sup>th</sup> day of the month. Your pay advice will show your basic rate of pay, any deductions for Income Tax, National Insurance, Pension Scheme, and the amount of net pay.

Your rate of pay will be determined by the Circuit Lay Employment Committee and will be based upon a number of factors, including your level of experience, responsibility and a comparison with workers in similar roles both inside and outside the Circuit. It will never fall below the London Living Wage. Your salary will be reviewed annually in June/July, with changes effective from 1<sup>st</sup> September that year. Unless other factors are to be taken into consideration, for example a change in your job description, it will increase in line with the recommendation of the Connexional Allowances Committee, in line with ordained staff members.

If you have any queries about your salary these should be raised in the first instance with your Supervisor.

You will be reimbursed for all agreed expenses necessarily incurred in the performance of your duties. This will include travel to and from your home given that is your base.

## 7. Hours of Work:

Your normal hours of work are 14 hours per week, as set out in your job description. The hours you work will need to be agreed with your line manager beforehand.

If you are required and willing to work hours in excess of your normal working week, you will be entitled to take time off in lieu on an equal time basis, as agreed with your Supervisor.

You may be required to complete monthly timesheets as a record of your hours worked and send a signed copy to your line manager on the first of each month (or as near to that date as practically possible).

## 8. Working Time Regulations:

It is not intended that you will normally work more than forty-eight hours in any one week. You should collaborate with your employer in this regard to ensure that these hours are not exceeded.

## 9. Overtime:

Overtime is payable at the same hourly rate as set out above. It will not be paid unless agreed beforehand with your Supervisor.

## 10. Pension:

Pension provision is offered to lay employees to a defined contribution Scheme determined by your Employer in accordance with the current employer pension duties and other provisions of the Pensions Act 2008. You will be automatically enrolled in the **People's Pension Scheme**.

Your employer will make a contribution of 6% of salary, provided that the lay employee will contribute at the minimum level between 2% and 6% of their salary.

Further details of the scheme will be given to you when you are enrolled, including the contributions that you will be required to make during your membership and your right to opt out if you do not want to be a member of the scheme. While participating in the scheme, you agree to workplace pension contributions being deducted from your salary.

#### **11. Annual Leave Entitlement:**

- (a) The holiday year is from 1<sup>st</sup> September to the following 31<sup>st</sup> August.
- (b) Your holiday entitlement is based upon a full-time equivalent of 22 days annual leave plus 8 days bank holiday totalling 30 days annual leave entitlement per year *pro rata*. (Approximate equivalent: 12 days per year.)
- (c) Your holiday entitlement is to be taken in the holiday year in which it has accrued, unless it has been deferred by agreement with your Supervisor.
- (d) Your holidays must be agreed with your Supervisor in advance. We expect at least one week's notice for a few days or under one week's leave and two weeks' notice for more than a week or less than 14 days. We do not permit more than two weeks' leave at any one time, unless in exceptional circumstances.
- (e) On termination of employment, you may be required to take annual leave during the period of notice. You will be paid for any holiday that has accrued but which it has not been possible to take prior to the effective date of termination. You will be required to refund any salary paid in respect of holiday taken in excess of that which has accrued by the effective date of termination.
- (f) As an additional benefit to long-serving employees, you will increase a day's annual leave on the second-year anniversary of service with us. Additionally, 2 days will be provided at the point of reaching five years of service.

#### **12. Compassionate Leave:**

If you suffer bereavement of a close relative, you may be granted compassionate leave. You should discuss the circumstances with your Supervisor in the first instance. Your Supervisor may similarly grant compassionate leave in other appropriate cases.

#### **13. Maternity, Paternity, Adoption and Parental Leave:**

The Circuit will comply with its statutory obligations with respect to maternity, paternity, adoption and parental rights.

The Employer's policies in this regard are available on request from your Supervisor.

#### **14. Sickness absence:**

If you are unable to attend work owing to sickness or injury, you must comply with the following procedures. Payment of sick pay and/or statutory sick pay will be made only where such procedures have been followed:

- On your first day of absence, you must contact your line manager/supervisor as soon as possible (preferably at the start of your normal working day) to notify him/her of your absence, the reason for the absence and if possible to indicate when you hope to return to work.
- If your sickness absence is for seven days or less, on the first day of your return to work, you must obtain, complete and sign a self-certification form and forward it to your line manager. Self-certification form may be obtained from your line manager.
- On the first day of your return to work you should report to your Supervisor, or, if your Supervisor is unavailable, the most senior member of staff present, and explain in full the reason for your absence. If you have not already completed a self-certification form for the first seven days of absence, you will then be required to complete a self-certification form.

- If sickness absence continues for eight days or longer, you must obtain a medical certificate from your doctor for the remainder of the absence and forward this to your line manager immediately. Further certificates must be submitted to cover each week for as long as the illness lasts.
- In cases of repeated absences for whatever reason, your Employer reserves the right to request medical evidence for periods of absence of less than seven days.
- If, on the medical certificate or "fit note", your doctor recommends any adjustments to your duties, hours or working conditions to facilitate your return to work, you are required to cooperate with the employer with regards to the possible implementation of such changes, notwithstanding the fact that the advice on a fit note is not binding on the employer.
- Any failure to follow these conditions will result in being illegible for sick pay.

Your Employer also reserves the right, when considered appropriate, to require you to attend a medical examination by a medical practitioner of your Employer's choice.

### **Statutory Sick Pay**

If you are absent from work by reason of sickness or injury for four or more consecutive days, you may be paid Statutory Sick Pay (S.S.P) by your Employer in accordance with the statutory provisions. S.S.P. will be treated like wages, being subject to deductions for PAYE, Income Tax, and National Insurance contributions. Qualifying days are the only days for which you can claim S.S.P. These will be days on which you would normally be required to be available for work (i.e. Monday to Friday). The first three qualifying days of sickness are waiting days for which S. S. P. is not payable. Qualifying days only include days on which you would normally work. It is a condition of payment of S.S.P. that you comply with the notification and certification procedure set out above.

### **Occupational Sick Pay**

A Lay Employee who is absent from work by reason of ill health will be entitled to receive up to occupational sick pay, less any statutory sick pay entitlement, for the following periods if they have completed their probationary period. The period should be considered in terms of a rolling year. Extensions of sick pay are made at the employer's discretion.

- |      |                              |   |
|------|------------------------------|---|
| i.   | After 6 months up to 1 year  | 1 month's full pay                      |
| ii.  | 1 year to 2 years' service   | 2 months' full pay + 2 months' half pay |
| iii. | 2 years to 10 years' service | 4 months' full pay + 4 months' half pay |
| iv.  | After 10 years' service      | 6 months' full pay + 6 months' half pay |

Staff who work part-time will receive sick pay on a pro-rata basis.

#### **15. Training:**

You will be required to complete specified training at the organisation's discretion and will be paid at your normal rate of pay for any compulsory training you undertake.

#### **16. Medical Treatment:**

Appointments for visiting the doctor, dentist etc, should, wherever possible be made outside of working hours.

#### **17. Ending the employment:**

(a) Subject to paragraph 17(b) entitlement to receive or give notice of termination of your employment is as follows:

##### **By your employer:**

Where the contract of employment is terminated by your Employer you are entitled to receive one week's notice during your probationary period. Following the probationary period, you are entitled

to receive four weeks' notice to terminate the contract of employment, with an additional week's notice per completed year of service after two years' continuous service, up to a maximum of 12 weeks.

**By you:**

You are required to give the Employer one week's notice to terminate the contract of employment during your probationary period. Following the probationary period, you are required to give at least three months' notice to terminate the contract of employment.

(b) Your employment may be terminated by your Employer without notice or payment in lieu of notice if you are guilty of gross default or misconduct or conduct which in the opinion of your Employer demonstrably brings you, your Employer or the Methodist Church into disrepute.

**18. Confidentiality:**

In the course of your employment, you may have access to and be entrusted with information in respect of the administrative, business and financial affairs of the Circuit, and of the personal affairs of individuals, all of which information is or may be confidential. You will not (except in the proper course of your duties) during or after the period of your employment divulge to any person whatsoever or otherwise make use of any such confidential information.

**19. Disciplinary Procedure:**

The Disciplinary Procedure is set out in the Disciplinary Procedure document attached to this Written Statement.

**20. Grievance Procedure**

If you have a grievance relating to your employment or the terms and conditions relating to that employment you should raise the matter initially with your Supervisor or the member of staff to whom you normally report in accordance with the Grievance Procedure, which is attached to this Written Statement.

**21. Health and Safety Procedure:**

The Health and Safety policy is attached to this Written Statement.

**22. Equal Opportunities**

The policy in respect of Equal Opportunities in employment is attached to this Written Statement.

**23. Changes in Terms and Conditions:**

Your Employer may seek to vary the terms and conditions of your Employment. These will not be amended unreasonably or without consultation with you. Any changes in your terms and conditions of employment will be confirmed to you within one month of the change(s) taking effect, by personal written notification.

**24. Statements of Policy:**

You are required to comply with any statement of policy published to you by your Employer from time to time.

**25. Contractual changes:**

In recognition of the dynamic nature of our operations and the necessity to adapt to changing conditions, structural adjustments, or efficiency enhancements, this agreement includes a provision for the modification of contractual terms. The employer reserves the right to propose alterations to aspects of employment such as, but not limited to, working hours, remuneration, job roles, and workplace location, in accordance with business needs. Such changes will be carried out in compliance with prevailing employment laws and will involve a transparent consultation process with

the employee or their representative. Reasonable notice will be provided, and the employee's consent will be sought for any proposed modifications. It is understood that any amendments will be approached with fairness and a view towards mutual agreement, acknowledging the importance of maintaining a positive employment relationship. This provision is designed to ensure both the Circuit's ability to respond to external and internal pressures and the protection of employees' rights and interests.

## **26. Deductions**

You agree that deductions from your pay will be made for the following costs incurred by the Circuit in relation to your employment. The Circuit expressly reserves the right to make these deductions:

- any fines, penalties or losses sustained that is the result of your carelessness, negligence, deliberate vandalism, dishonesty or a breach of Circuit rules
- any monies paid or payable by the Circuit to any third party due to any conduct undertaken by you for which we may be deemed vicariously liable
- any unauthorized personal use of mobile telephones provided to you for use
- any holiday pay relating to leave you have taken in excess of that which you have accrued at the point of termination
- the amount of any overpayment of wages
- outstanding loan or wage advance repayments
- any other sums owed to the Circuit by you
- any deductions elsewhere under this contract in relation to which the reserved right to deduct applies
- in relation to deductions authorized by any separate agreement into which the Circuit has entered with you.

You understand and agree that the Circuit may make these deductions from all monies due to you.

## **27. Lay offs**

If there is a temporary shortage of work for any reason, we will try to maintain your continuity of employment even if this necessitates placing you on short time working, or alternatively, lay off. If you are placed on short time working, your pay will be reduced according to time actually worked. If you are placed on lay off, you will receive no pay other than statutory guarantee pay.

## **28. Data protection**

The Circuit collects and processes certain types of data about you and does so in line with data protection legislation that is in force from time to time. Please read the Circuit's Privacy Notice which was sent with your offer letter for more information about the types of data processed and the reasons for the processing.

You shall make yourself aware of the Circuit's policies on data protection with regard to data processing undertaken by you in the course of your duties and act in accordance with those policies at all times. Failure to do so may result in disciplinary action being taken against you, up to and including dismissal.

## **29. Return of Circuit Property**

Upon the termination of your employment, you are required to return all Circuit property in your possession or under your responsibility by the last day of your employment. This includes, but is not limited to, the following items:

- Circuit documents, books, or other written materials
- Keys
- ID/access card
- Circuit credit card

Failure to return such items will result in the cost of the items being deducted from any outstanding monies owed to you.

Deductions will also be made from your final salary payment in relation to any other deduction agreement you have entered into during your employment with the Circuit.

**30. Governing Law and Jurisdiction**

This contract of employment is governed by the laws of England and Wales, and any claim or dispute arising from its interpretation or enforceability will be governed by and construed in accordance with those laws. This includes non-contractual disputes or claims.

Each party irrevocably agrees that the Courts of England and Wales/Scotland will have jurisdiction over any claims and seeks to resolve all controversies or claims of whatever nature arising from this contract's interpretation or enforceability or any breach of it.

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**Signed for employer:**

**Designation (job title):** Superintendent Minister, Richmond & Hounslow Circuit

Signed by: ..... Date: .....  
(Name of Employee)