



The Methodist Church

Richmond & Hounslow Methodist Circuit

CIRCUIT FINANCE OFFICER (PART-TIME)

We are looking for a reliable and committed individual to support the life and work of our group of churches in south-west London. They will play a crucial role in ensuring the proper organisation and management of our finances to enable our mission.

Key responsibilities include:

- overseeing the Circuit's day to day financial management
- supervising payroll and staff expenses
- financial reporting
- working with our accountants to produce annual accounts
- helping the Circuit to plan for the future
- advising on all financial matters

Benefits:

- £12,376 *per annum* based on 14 hours a week (£17.00 per hour; equivalent to £33,592 pa full-time, based on 38 hours)
- pension contribution of 6%
- working from home, with occasional in-person meetings
- flexible working
- 30 days a year annual leave (f/t equivalent, including bank holidays), increasing with long service
- opportunity for additional hours, by mutual agreement
- supportive staff team
- helping local communities thrive and serve those in need

For more details, please ask for a detailed job and person specification, and the terms & conditions.

Closing date for applications: 10th May, 2024 (to begin work as soon as possible)*

* Please note that we may offer interviews earlier than the closing date for suitable applicants, so we strongly encourage you to apply as soon as possible, if interested.

To apply: please send an expression of interest of no more than 500 words on how you meet the skills required for this post and a CV to Rev'd Geoffrey Farrar, Superintendent Minister, Richmond & Hounslow Circuit at: geoffrey.farrar@methodist.org.uk. You may also contact him with any questions you may have (020 8789 9722).