



The Methodist Church

CIRCUIT FINANCE OFFICER ***Richmond & Hounslow Circuit***

JOB DESCRIPTION

A crucial role in the life of this group of churches, ensuring the proper organisation and management of its finances to enable its life and mission.

Key terms and conditions

<i>Terms of appointment</i>	Permanent part-time post
<i>Location</i>	This position is primarily home-based, though it necessitates attending occasional in-person meetings in the Richmond and Hounslow area.
<i>Remuneration</i>	£12,376 <i>per annum</i> based on 14 hours a week, plus a pension contribution of 6%. (Equivalent to £33,592 per annum full-time, based on 38 hours.)
<i>Hours of work</i>	This role offers an average of 14 hours per week, characterised by its flexibility to accommodate busier and quieter periods throughout the year. Working hours are negotiable with the selected candidate. Attendance at meetings, either in-person or online, will be required periodically, with advance notice provided.
<i>Holiday entitlement</i>	22 days annual leave plus 8 days bank holiday, totalling 30 days annual leave entitlement per year <i>pro rata</i> . As an additional benefit to long-term serving employees, you will gain a day's annual leave on the second-year anniversary of service and two days after five years of service. Leave will need to be agreed in advance.
<i>Clearance</i>	Appointment subject to satisfactory references.

About the Richmond & Hounslow Circuit

The Richmond & Hounslow Circuit comprises seven churches in southwest London. As with all Methodist circuits, these churches function autonomously yet collaborate closely in their ministry and mission efforts. The Circuit oversees joint resources, including staff and property. Presently, it employs four full-time ordained ministers, one full-time lay pastor, and a part-time administrator. As a part of the Methodist Church, its mission is “to respond to the gospel of God’s love in Christ and to live out its discipleship in worship and mission”. To fulfil this mission, the Circuit fosters a broad spectrum of ministry within its congregations, focusing on worship but also engaging in outreach to the homeless, asylum seekers, new parents, and various other groups.

About the role

This role has been introduced to enhance the Circuit's ability to further its mission and effectively oversee its resources. Historically, the Circuit's finances were managed by a volunteer treasurer in collaboration with an accounting firm. However, due to the growing complexity of charity finance regulations and the increased time commitment required, a decision has been made to appoint a part-time Circuit Finance Officer (CFO) to fulfil the Circuit’s charitable objectives more efficiently. While a Circuit trustee will maintain the formal role of Circuit Treasurer and oversee the accounts and we will continue to employ a firm of professional accountants, the newly established position will assume responsibility for the bulk of day-to-day financial tasks.

In designing this position, we aimed for maximum flexibility to appeal to a broad pool of applicants. Initially, the CFO may need physically to attend some meetings, often in the evening, to familiarise themselves with the Circuit's operations. Nonetheless, it is expected that the role will predominantly allow for flexible scheduling to accommodate other responsibilities. Joining a welcoming team, the CFO will be a crucial part of an organisation committed to serving Christ and the community.

Key responsibilities

This role incorporates several distinct but inter-related elements. They may be broken down as follows:

1. Day-to-day financial management

- processing payments and purchase invoices using the Xero accounting system
- oversight of cash flow in the Circuit's various accounts to ensure funds are available to meet debts as they fall due
- reconciliation of balance sheets
- applying for payment of funds from bodies that have awarded grants to the Circuit for specific posts or activities
- monitoring the receipt of payments from the churches to Circuit funds, and chase where appropriate
- requesting the withdrawal of funds for grants and major manse repairs from centrally held funds with the Methodist Church, as directed

2. Payroll and staffing expenses

The payroll function of processing PAYE is performed by the Central Payroll Bureau of the Methodist Church. The CFO is responsible for the following functions:

- processing the monthly payment of salaries, stipends and apprenticeship levy into the Circuit's accounting system - Xero, ensuring that all necessary requirements are met (including the annual preparation of P11Ds), which are submitted to the Payroll Bureau at the specified date, annually.
- notification to the Methodist Church's central Payroll Bureau of all salary and stipend changes by the required date, annually
- notification to the Payroll Bureau of changes to salary payments, including new starters and leavers
- proactively managing annual inflationary pay increases and other changes
- processing of expenses for staff members and volunteers
- being the contact person for the pension provider (People's Pension)
- updating the People's Pension as required for changes

3. Financial reporting

- production of reports for Circuit Meeting (trustees of the charity), who usually meet three times a year (weekday evenings)
- submission of Annual Returns to the Methodist Church as required
- making financial returns to the Charity Commissioners as required, in conjunction with the Circuit Accountants and Circuit Treasurer, as required

4. Production of annual accounts

- working with the Circuit Treasurer and the Circuit accountants to ensure that the annual accounts are prepared in a timely and appropriate fashion
- liaising with Circuit auditors to ensure that all necessary requirements are met in a timely fashion

5. Forward planning

- ensuring that the Circuit assessments (the annual contributions from individual congregations to the central Circuit budget) are set annually as part of the budget process, and arranging for the collection of agreed sums from the churches
- production of an annual budget for the Circuit in May/June each year based on previous income and expenditure and agreed mission plans
- provide appropriate financial advice and guidance to the Circuit Leadership, assisting in long-term financial planning and decision-making.

6. Other tasks

- ensuring that bank signatories and authorisations are up to date
- keeping appropriate financial records and ensure suitable retention / disposal policy is implemented
- providing advice and assistance to church treasurers, if time permits
- providing the Superintendent Minister and the Circuit Leadership Team with the advice and information necessary to enable sound financial decision-taking
- to keep up to date with the latest developments in charity finance and law, and other relevant legislation
- handle the Gift Aid on any donations

This list of duties listed is not exhaustive, and the post holder may be expected to undertake other related activities in consultation with their line manager as are within their competencies and level of responsibility.

There will almost certainly be potential for additional hours supporting individual churches with their finances, if mutually desired.

Management

The post holder will be line managed by the Superintendent Minister of the Circuit, currently Rev'd Geoffrey Farrar. The post holder will work directly with him and 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. Additionally, the successful applicant will work most closely with the Circuit Treasurer, who will oversee and help direct their work.

Skills

Category	Skills/Qualifications Required
Financial Management	<ul style="list-style-type: none"> • Proficiency in using Xero accounting system – required • Understanding of cash flow management – required • Ability to perform balance sheet reconciliations – required • Experience in grant application and fund management – required • Competency in monitoring and managing payments and receipts – required
Payroll and Expenses	<ul style="list-style-type: none"> • Familiarity with PAYE processing – required • Experience in handling salary, stipends, and expense processing – required • Ability to manage pension contributions and liaise with pension providers – required • Knowledge of annual financial responsibilities – required

Category	Skills/Qualifications Required
Financial Reporting	<ul style="list-style-type: none"> • Ability to produce financial reports for trustee meetings and annual returns – required • Experience in making financial returns to relevant authorities – desirable • Skills in liaising with auditors and accountants for annual accounts preparation – required
Budgeting and Planning	<ul style="list-style-type: none"> • Proficiency in budget preparation and financial forecasting – desirable • Experience in setting financial assessments and managing collection from congregations – required • Ability to provide financial advice for long-term planning – required
General Administration	<ul style="list-style-type: none"> • Keeping financial records up-to-date – required • Managing bank signatories and authorisations – desirable • Ability to provide assistance to church treasurers – required • Staying informed on charity finance, law, and relevant legislation – required • Handling Gift Aid on donations – desirable
Flexibility & Availability	<ul style="list-style-type: none"> • Willingness to attend meetings in person, primarily during evenings – required • Ability to work flexibly, accommodating busier and quieter periods – required • Openness to potentially support individual churches with their finances beyond the core role – desirable
Interpersonal Skills	<ul style="list-style-type: none"> • - Ability to work closely with the Circuit Treasurer, leadership team, and other staff – required • Effective communication skills for providing financial advice and information – required • Team-oriented approach to join a friendly and welcoming staff team – required

Category	Skills/Qualifications Required
Technical Skills	<ul style="list-style-type: none"> • - Must keep up to date with developments in charity finance and law – required • Ability to use financial software and tools proficiently – required
Commitment	<ul style="list-style-type: none"> • Aligned with the charitable purposes of the Circuit – desirable • Openness to part-time work with potential for additional hours if mutually agreed – desirable
Qualifications	<ul style="list-style-type: none"> • Relevant experience in finance and administration roles required- Any qualifications related to finance, accounting, or related fields would be advantageous

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 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).

Closing date for applications: 28th April, 2024 (Please note that we may interview candidates before the closing date, if they have the skills and experience we need, so we encourage those interested to apply as soon as possible.)

Commence employment: As soon as possible (by mutual agreement)