

# Property & Finance Operations Officer (London Committee)



## PURPOSE AND OBJECTIVES

The Property and Finance Operations Officer will oversee the operations of the London Committee. This will include maintaining and preparing the financial accounts, and managing the various property portfolios, including development projects as required.

Through the London Committee, the London Mission Fund supports the work of the following Districts:

London  
South East  
Bedfordshire, Essex & Hertfordshire  
Northamptonshire  
East Anglia

**Responsible to:** London District Chair (designated)

**Relationships:** London Committee Chair and Treasurer (and members)  
District teams from South East, BEH, Northants and East Anglia  
District Advance Fund (DAF) Secretary  
London District Treasurer  
Trustees for Methodist Church Purposes (TMCP)  
Connexional Property team  
London District Team (particularly the Finance and Admin Officer, and District Property Development Officer)

## MAIN RESPONSIBILITIES:

### *Property:*

- Management of the London Committee property portfolio;
- Liaising with managing agents in regard to properties held by the London Committee and with surveyors and solicitors on lease extensions, renewals etc.;
- Act as a co-ordinating oversight between the London Committee and various property projects as appropriate;
- Attend site visits as and when required;
- Investigate the historical background of each London Committee property;
- Support the Committee by looking into the options and the effect of selling property in its portfolio;

### *Finance:*

- To maintain the accounts and day to day finances and funds including:
  - the London Committee (a charity administering legacy funds of the Methodist Church in London and surrounding counties)

- the Catalyst Fund of the London Committee
- To act as bookkeeper for the London Committee by maintaining accounting records, preparation of interim and final accounts and budgets; liaising with Connexional auditors with regard to final accounts;
- Support in the processing of applications for grants (District Advance Fund) via the London Mission fund;

*General:*

- Report to the London Committee on finance and property matters as required, and follow up on the operational decisions made by the Committee;
- Implement and follow District policies and procedures;
- Be committed to personal continuing professional development, undertake any training necessary and participate in the organisation's supervision and appraisal system;
- Be able and willing to work flexible hours, including evenings and weekends.

**PERSON SPEC:**

*Essential*

- Experience of working in property management and aware of legal issues relating to leases;
- Good knowledge of building regulations, planning regulations and restrictions relating to ecclesiastical exemptions;
- Experience of bookkeeping, and good knowledge of financial management and governance practices;
- Ability to co-ordinate own work and work of others in timely and clear way;
- Confident in formal presentations;
- Good working knowledge of IT applications, including Microsoft Word, Excel, PowerPoint, Office, Zoom and Microsoft Teams;
- Good time management and communication skills;
- Ability to work on own, be self-motivated, but also work collaboratively as part of a wider team when necessary;
- Ability to work effectively with volunteers;
- Able to demonstrate an understanding of the diverse context of London Methodism and an ability to work inclusively and positively with a wide range of people;
- Sympathy with the ethos of the Methodist Church;
- Be prepared and willing to work on occasions outside normal working hours, including evenings and weekends as agreed with the line manager;
- Other general requirements specific to the post.

*Desirable*

- Ability to support and maintain the work of multiple committees, prioritising where appropriate;
- Knowledge and/or experience of the structure within the Methodist Church;
- Understanding of the Not for Profit/ Charity sector and Charity Commission regulations and requirements.

## **Terms and Conditions**

- Terms of appointment:** Fixed-Term contract of two years.  
The London District of the Methodist Church operates as the employing body of this role but is fully funded by the London Committee.
- Equal Opportunities:** The District is committed to equal opportunities, anti-discrimination and anti-oppressive policy and practice. No one we have contact with may be discriminated against either directly or indirectly on the grounds of gender, race, nationality, religion, cultural group, marital status, sexual orientation, age or impairment. The policies apply to job applicants, employees, volunteers, users and beneficiaries of our services.
- Physical Conditions:** Office based, although flexibility to work from home for part of the week.  
This role will require the ability to travel around London to visit local Circuits and Churches when necessary.
- Remuneration:** Starting salary will be £35,954 per annum, reviewed annually.
- Work Permit:** Appointment will be subject to documentary evidence of the right to live and work in the UK
- Hours of Work:** Full time, 35 hours per week. Flexibility in hours is encouraged as evening meetings and/or weekend work is required within this role.
- Holiday Entitlement:** Generous holiday entitlement as below:  
  
During the first to fourth years = 25 days  
During the fifth to ninth years = 28 days  
During the tenth and subsequent years = 30 days  
  
plus Bank Holidays and an extra three days at Christmas and New Year.
- Pension:** Eligible employees will be auto enrolled into the District Pension Scheme.
- Probationary Period:** Appointments for lay employees are made subject to the satisfactory completion of a three month probationary period.
- Travel expenses:** All reasonable expenses will be reimbursed (normally within M25). Staff are encourage to use public transport wherever possible. Mileage is paid at £0.45/mile.