



Job Information Pack

Finance Support Officer Bridge Methodist Circuit

Closing date: **Friday 1st November (Midday)**

About the Bridge Circuit:

The Bridge Circuit is a fresh expression of a Methodist Circuit. Part of the Yorkshire North and East Methodist District, it came into being formally on September 1, 2023, bringing together four independent, non-adjacent circuits: Beverley, Bridlington, Pateley Bridge, and Wolds Edge.

We Anticipate that the Circuit will grow and develop in the coming years. Bridge currently supports 3 other Circuits and 7 Churches across the District.

The Circuit's vision is to release as much energy as possible for local mission and ministry in every context and place within its purview by ensuring that the Circuit undertakes all governance and trusteeship responsibilities with excellence.

A Modified Constitution for the circuit has been approved, which will break new ground in how circuit trusteeship is undertaken. Trusteeship will be the responsibility of far fewer people than in a familiar circuit arrangement, which aligns with the circuit's intentions to release as much energy and time as possible for local mission and ministry.

About the job:

The Bridge Circuit is now looking to grow the team to help support the Lay Superintendent—Operations and Governance role. And we seek to appoint a suitably experienced part-time Finance support Officer.

The successful applicant will play a leading role in supporting the day-to-day finance needs of the Circuit and those we also support via a memorandum of understanding agreement.

To succeed in the post, the successful applicant will need to ensure that the administration, governance, and practical operations around finance are fulfilled excellently as a support to the Lay Superintendent. Of primary importance, this will release local churches and people to flourish in their mission and ministry.

Working arrangement:

A flexible working pattern is required, to include occasional elements of evening and weekend working, with at least two days free of responsibility each week.

Faith:

Whilst a specific faith is not an essential requirement for this role the successful applicant should be comfortable working alongside, in partnership with and representing the Methodist Church.

Next steps:

We encourage enquiries and we welcome informal conversations about the vacancy. In the first instance direct these to **[Sue Cutting, the Bridge Circuit Lay Superintendent, Operations & Governance.](#)**

- Click **[here](#)** to download an application form.
- Click **[here](#)** to return your completed application form.

Anticipated timeline:

A start date as soon as possible is available and will be discussed at interview stage.

1. Closing date:	Friday 1 st November (Midday)
2. Interview date:	Monday 18 th November

1. We reserve the right to close the vacancy earlier than this date should a sufficient number of applications be received.
2. We will contact applicants after this date to let them know if we are progressing their application.
3. Interviews will be held in-person at the Yorkshire North & East District Office, York, YO26 5LR.

- Job title:** Finance Support Officer
- Employed by:** Bridge Methodist Circuit
- Location:** Home-working and/or office space provided within the circuit, with a requirement, from time to time, to travel to meetings within the geography of the circuit.
- Reports to:** Accountable to the Managing Trustees of the Bridge Methodist Circuit through an appointed Line Manager.
- Purpose and objectives:** To ensure that that the administration, governance, and practical operations around finance are fulfilled excellently as a support to the Lay Superintendent. Of primary importance this will release local churches and people to flourish in their mission and ministry.
- Supporting the Lay Superintendent – Operations and Governance in providing support to the Mission Areas and Circuits who Bridge provides support to These are currently:
- 4 Mission Areas
 - 3 Other Circuits
 - 6 Churches

Main responsibilities:Income and payments

- Lodge income at least weekly and ensure it is appropriately entered in the accounting system.
- Ensure collections of funds are performed on a timely basis and in line with agreed procedures for direct debits.
- Ensure invoices and expense claims are appropriately authorised, paid within agreed time limits and entered into the accounting system.
- Generate invoices as needed each month re bookings.
- Ensure that appropriate fund accounts are maintained for each fund.
- Review payroll reports from payroll provider and ensure payments are made accurately and on time including for HMRC.
- Maintain appropriate accounting records.

Gift Aid

- Ensure that Gift Aid claims are processed once a year for the Churches who use the Bridge Service.
- Assist the Lay Superintendent in the production of procedures and guidelines for Gift Aid in line with HMRC requirements.
- Provide guidance and support to Gift Aid secretaries at local level as required.

Reconciliations

- Reconcile bank accounts across the circuits/Churches.
- Reconcile inter-fund debtor and creditor balances and ensure that all postings are completed monthly.
- Perform such other reconciliations as requested by the Lay Superintendent.

Investments.

- Ensure accounting entries are maintained for all investment transactions.
- Ensure the database of investments is kept up to date and reconciled to the investment reports monthly.

Reports

- Produce monthly management reports in line with requirements for funds and committees.
- Produce financial reports for review the Lay Superintendent.
- Prepare annual accounts for individual funds if required with the support of the Lay Superintendent Assist with the preparation of annual budgets and related reports.
- Supporting Treasurers and other Officers.
- Assist the Lay Superintendent in providing advice and reports to treasurers at both the Circuit and church Levels.

Audit

- Assist the Lay Superintendent with such internal audit work as is required.
- Assist the Lay Superintendent with the gathering of information required to complete the year end accounts and assist with the preparation of accounts.
- Assist the Lay Superintendent with the preparation of documentation and accounts backup as required by external auditors. Answer external audit queries.

Other requirements:

- Maintain a good understanding of the culture, values and ethos of the Bridge Methodist Circuit.
- All other reasonable duties that support the developing mission of the Bridge Methodist Circuit.

Summary of terms and conditions:

Contract type	Permanent, Part-time
Working hours	15 hours per week
Working pattern	A flexible working pattern is required, to include some evening and weekend working, in order to fulfil the needs of this post.
Rate of pay	£13 per hour (£10140 Actual Salary)
Location	Home-working and/or office space provided within the circuit, with a requirement, from time to time, to travel to meetings within the geography of the circuit.
Annual leave	Leave for a full-time employee is 33-days inclusive of public holidays. Leave for part time employees is calculated pro-rata to this.
Pension	There is a contributory pension scheme to which eligible staff will be auto enrolled. Employees who do not meet the auto enrolment criteria may be eligible to join the Scheme, subject to certain provisions.
Probationary period	Appointments and offers of employment are conditional on the satisfactory completion of a 6-month period of probationary service. We reserve the right to extend this up to a maximum of 12-months.
DBS disclosure	Appointments and offers of employment are conditional on a satisfactory enhanced disclosure from the Disclosure & Barring Service (DBS).
Right to work	Appointments and offers of employment are conditional on the successful applicant demonstrating the right to live and work within the United Kingdom as required by the Immigration Asylum and Nationality Act 2006.
Training	<p>We are an employer who will try to support you to develop and improve your professional practice. During employment with us we will consider relevant requests for continuing professional development (CPD).</p> <p>There may on occasion be a need to attend further training relevant to the role, the requirements of the Circuit and the wider Methodist Church. Any such training will be undertaken in contracted hours or recorded as time off in lieu (TOIL).</p>

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Training and Qualifications			
Educated to A-Level or equivalent.		Yes	A, I
Qualification in finance.		Yes	A, I
Proven Ability			
Demonstrable experience relevant to the job description.	Yes		A, I
Excellent people skills.	Yes		I
Experience of working in a church or faith-based setting in relation to a finance role.		Yes	A, I
Knowledge, Skills and Experience			
Understanding and familiarity with general finance processes.	Yes		A, I, E
Direct experience of finance processes and following processes.	Yes		A, I
Qualities and Aptitudes			
Able to establish positive and productive working relationships with a diverse range of engaged stakeholders.	Yes		A, I
Able to work on your own and as part of a small team.	Yes		A, I
Able to organise yourself in order to manage your workload efficiently.	Yes		A, I
Able to use IT equipment suitable to the role.	Yes		A, I
An active listener with excellent interpersonal skills and an approachable demeanour.	Yes		A, I
Any Other Requirements			
A commitment to engage in professional development.	Yes		A, I
Willing to engage with the processes, structures and values of the Methodist Church.	Yes		A, I
A commitment to embed and promote good practice with Safeguarding, GDPR and Data Protection, in line with evolving Methodist policy and practice.	Yes		A, I
Awareness of and a sensitivity to issues of Equality and Diversity in the Church.	Yes		A, I
A commitment to work flexibly as the job requires.	Yes		A, I

Assessment: **A:** Application form; **I:** Interview; **Q:** Proof of Qualification; **P:** Presentation; **E:** Exercise

Adjustments:

Please let us know if you require adjustments making at any stage or to any aspect of the application process or provide us with any information that you feel relevant whilst we consider your application.

If you are selected for interview, we will ask if you have any access needs or if you require any reasonable adjustments to be made for the interview. Please be assured that we will be supportive in discussing reasonable adjustments at all stages of the recruitment process.

If you have any questions about the way that we recruit, do not hesitate to contact us by clicking [here](#).

Entitlement to work in the UK:

Any job offer and subsequent appointment will be conditional on you demonstrating the right to live and work within the United Kingdom as required by the Immigration Asylum and Nationality Act 2006. You will be asked to provide evidence of your entitlement should an offer of employment be made.

Experience, knowledge, skills, and abilities:

The person specification lists minimum requirements for this post. When shortlisting, the panel will only consider information that is written on your application form, and they will assess this information against the person specification. Where CVs are submitted these will not be used to make shortlisting decisions.

References:

Any job offer will be conditional, subject to the receipt of satisfactory references and we reserve the right to withdraw a conditional offer based on the references that we receive.

One should be from your current or your most recent employer, the second from a previous and relevant work experience. It is important that both referees are able to comment on your suitability to the role.

Criminal convictions:

Anyone who applies to work with us will be asked to disclose details of unspent convictions during the recruitment process. Whilst having a criminal record does not necessarily bar you from working for us this will depend on the job that you have applied for and the nature of the conviction.

Data protection:

The information you provide will be held in the strictest confidence. We process information in line with our Privacy Policy and if you are successful in your application the information that we hold will be used to administer your employment with us. By making an application, we assume that you agree to the processing of your data in accordance with our Privacy Policy.

Equality, diversity, and inclusion:

Our aim is to have a workforce that reflects the diversity of talent and abilities drawn from across our community. In line with the Equality Act 2010, we will monitor the composition of our workforce to ensure it is representative and that staff are treated equally and fairly.

Unless clearly stated that an 'Occupational Requirement' is in place with a vacancy, recruitment will be made on the basis of an applicant's ability and merit as measured against the criteria for the job.

Other policies:

We have a range of policies and processes in place to protect you, to protect us and to safeguard those who use our services. You commit to work within and promote these at all times should a conditional offer of employment be made. They include but are not exhaustive to Health & Safety, Data Protection, GDPR, Governance, Safeguarding, Performance, EDI and a range of personnel and financial policies.