



Job Information Pack

Finance Officer

Sheffield Methodist Circuit

Closing date: **29th August 2025**

Interview date: **5th September 2025**

Job title:	Finance Officer
Employed by:	Sheffield Methodist Circuit (Charity Number 1134151)
Location:	Based at an agreed/suitable Church premises with the requirement to travel circuit wide as necessary. There will be an opportunity for some homeworking by prior arrangement and in agreement with your Line Manager.
Reports to:	Accountable to the managing trustees of the Sheffield Methodist Circuit through an appointed Line Manager.
Key relationships: (Internal)	- The Circuit Superintendency - Circuit Finance Group - Circuit Treasurer - Circuit Missional Property Enabler - Circuit Administrator - Church treasurers
Key relationships: (External)	- Connexional Payroll Bureau - Circuit approved Estate Agents, Bankers, and Solicitors
Purpose of role:	1. Work collaboratively with and support the Circuit Superintendency and Circuit Treasurer in all finance related matters. 2. Support and develop the professional function of financial matters within the Circuit. 3. Work well with the Circuit Finance Group (CFG).
Main responsibilities:	1. <u>Work collaboratively with and support the Circuit Superintendency and Circuit Treasurer in all finance related matters:</u> - Manage the day-to-day financial operation of the Circuit, recording all transactions in the my fund accounting software, to include expense claims, invoices, payments, bank statements, reconciliations and gift aid claims. - Liaise with church treasurers, line managers, and the external payroll provider regarding the monthly payroll for lay employees and ministers and ensure the receipt of payments from church treasurers for local church payroll provision. - Monitor assessment payments from local churches, escalating cases of non- or late payments to the Circuit Treasurer. - Work collaboratively with the Circuit Missional Property Enabler and liaise with TMCP and other partners as needed. - Collect the annual accounts and reserves policies from local churches. - Work with the Circuit Treasurer, preparing documents for and answering audit queries from the external auditors.

2. Support and develop the professional function of financial matters within the Circuit:

- Investigate and implement efficient ways of working in line with best practice.
- Offer support, guidance and advice to church treasurers as necessary.
- Identify and provide individual and/or group training to church treasurers as new financial processes evolve, Methodist procedures change and new treasurers are appointed.

3. Work well with the Circuit Finance Group (CFG):

- Be an engaged member of the CFG, acting as minute taker at CFG meetings as requested by the Circuit Superintendency and/or the Circuit Treasurer.
- Support the CFG in preparing the annual budget and church assessment calculations.
- In conjunction with the CFG, prepare year-end accounts for the Circuit Meeting and the Charity Commission.

Other requirements:

- Prepare and deliver reports and attend as asked to do so relevant Church meetings.
- Maintain a good understanding of the culture and values of the Circuit.
- As requested by your Line Manager, undertake all other reasonable duties.

Summary of terms and conditions:

Contract type:	Part-time, permanent.
Working hours:	18.5 hours per week (0.5 FTE).
Work pattern:	A flexible working pattern, to include occasional evening work. <i>Hours are to be worked over 3/4 days per week, responding to need.</i>
Rate of pay:	£17.33 per hour (£16,671 Actual Salary / £33,343 FTE)
Location:	The role will be based at an agreed/suitable Church premises with the requirement to travel circuit wide as necessary. There will be an opportunity for some homeworking by prior arrangement and in agreement with your Line Manager.
Annual leave:	Leave for a full-time employee is 244.2 hours inclusive of public holidays. Leave for a part time employee is pro rata to this. Leave for this post is calculated to be 122.1 hours per annum.
Pension:	There is a contributory pension scheme to which eligible staff will be auto enrolled. Employees who do not meet the auto enrolment criteria are eligible to join the Scheme, subject to certain provisions.
Probationary period:	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:	Offers of employment are conditional on a satisfactory enhanced disclosure from the Disclosure & Barring Service (DBS).
Training:	We are an employer who will support you to develop and improve your professional practice. During employment with us we will consider relevant requests for your continuing professional development. At the request of your Line Manager there will on occasion be the need to attend training relevant to the role and to the evolving requirements of the Sheffield Methodist Circuit and the wider Methodist Church. Such training might be internal or external and, where possible, it will be undertaken in contracted hours or if this is not practical it will be recorded as time off in lieu (TOIL). Initially, and within the first 3 months of employment, the following training courses must be undertaken and/or any necessary refresher training completed: - Methodist Church Foundation Module Safeguarding Training. - Methodist Church Unconscious Bias Training.

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E = Essential, D = Desirable, M = Method of Assessment	E	D	M
Training and Qualifications			
Good understanding and use of written and spoken English.	Yes		A, I
Recognised accountancy qualification through CIMA, AAT or ACCA.		Yes	A, I, Q
Membership or accreditation through CIMA, AAT, ACCA, or equivalent.		Yes	A, I, Q
Knowledge, Skills and Experience			
Previous experience of working in a stand-alone finance role.		Yes	A, I
Previous experience of using dedicated accounting software.	Yes		A, I
Strong IT, spreadsheet and database skills, proficient in the use of Microsoft Packages, in particular Excel.	Yes		A, I
Skilled in supporting others to solve problems and work smarter.		Yes	A, I
Excellent organisation skills, able to multi-task, prioritise effectively and from time-to-time work to tight deadlines.	Yes		A, I
Comfortable providing financial support and guidance to others.	Yes		A, I
Qualities and Aptitudes			
Excellent interpersonal skills with a professional 'can do' attitude.	Yes		A, I
Able to react and adapt positively to changing priorities in order to meet the current and future needs of our Circuit.	Yes		A, I
Resilient and able to challenge appropriately when needed.	Yes		A, I
Able to develop and maintain appropriate boundaries, demonstrating integrity and a commitment to and understanding of confidentiality.	Yes		A, I
Able to work with competing priorities with excellent organisation skills.	Yes		A, I
Able to work well independently for periods of time or, when needed, as part of a small established team.	Yes		A, I
Able to establish and develop positive and trusted relationships with a diverse range of stakeholders, both internal and external to the Church.	Yes		A, I
Able to identify opportunities to improve and streamline processes.	Yes		A, I
Any Other Requirements			
Supportive of the ethos and charisms of the Methodist Church.	Yes		A, I
Aware and sensitive to issues of equality, diversity and inclusion.	Yes		A, I
Committed to embed and promote good practice with safeguarding, GDPR and Data Protection, in line with Methodist policy.	Yes		A, I
A flexible approach to working in response to the evolving needs of the Circuit and the wider Methodist Church.	Yes		A, I
Be an active participant in relevant communities of practice.	Yes		A, I
A satisfactory disclosure from an enhanced DBS check.	Yes		DBS

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

Next steps:

Application forms are available from hr@sheffieldmethodist.org. Once completed, please return to the same email address.

We may on receipt of an application from you make contact to hold an initial conversation by Zoom. This conversation, between you and the Sheffield Methodist District HR Officer, will offer an opportunity for you to ask questions about the vacancy, on an informal basis.

Anticipated timeline:

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

1. Closing date:	29 th August 2025 (Midday)
2. Interview date (in-person):	5 th September 2025

1. We reserve the right to close the vacancy earlier than this date should a sufficient number of applications be received.
2. Interviews will be held in-person at Methodist premises in the Sheffield Circuit.

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 how we recruit you can contact us by clicking [here](#).

Entitlement to work in the UK:

Any job offer 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 receipt of satisfactory references. We reserve the right to withdraw a conditional offer based on the references that we receive. One should be from your current or most recent employer, the second from a previous employment. 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. Whilst having a criminal record does not automatically bar you from working with 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 stated that an 'Occupational Requirement' is in place for a vacancy, recruitment will be made on the basis of an applicant's ability and merit as measured against the job criteria.