

The Preston Ribble Methodist Circuit is seeking to appoint an enthusiastic, imaginative, experienced and suitably qualified person to the position of:

## **Administrator and Finance Officer**

for Preston Ribble Methodist Circuit and West Preston Methodist Church  
(based at Fulwood Methodist Church)

This is an exciting opportunity working to support and encourage Preston Ribble Circuit and West Preston Methodist Church, and so requires a commitment to support the values and mission of the Methodist Church

This role requires someone who has proven administrative skills and experience of working with financial systems.

The appointment is for a part-time, permanent role

**Hours:** 26.5 hours per week

(16.5 hours Preston Ribble Circuit and 10 hours West Preston Methodist Church)

Monday to Friday 9.30am-2.30pm plus 1.5 hours per week evening/weekend work pooled over the month as needed

**Salary:** £18,423

**Deadline for applications:** 9.00am Monday 29<sup>th</sup> July 2024

Applications to Superintendent Minister: [jane.wild@methodist.org.uk](mailto:jane.wild@methodist.org.uk)

It is envisaged **interviews** will be held week beginning Monday 5<sup>th</sup> August 2024.

Email: [jane.wild@methodist.org.uk](mailto:jane.wild@methodist.org.uk) for full details and an application form.

W: [www.prestonribblemethodistcircuit.org.uk](http://www.prestonribblemethodistcircuit.org.uk)

W: [www.wpmc.co.uk](http://www.wpmc.co.uk)

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