



Preston Ribble Methodist Circuit (21/11)

Job Title: **Circuit Administrator and Finance Officer**

Location: Based at Circuit Office, Fulwood Methodist Church

Responsible to: The Circuit Administrator is employed by the Preston Ribble Methodist Circuit and under the supervision of the Superintendent Minister.

Purpose and Objectives: This is an important role, which involves the provision of full administrative and financial support to the Superintendent Minister, West Preston Methodist Church and the wider Preston Ribble Methodist Circuit.

Main Responsibilities

Support for Preston Ribble Circuit (16.5 Hours per week – 1.5 hours per week will be pooled across the months for negotiable evening and weekend meetings etc.)

1. Support for Superintendent Minister:

- Assist the Superintendent Minister with administrative tasks including the compilation of PowerPoint presentations for services and meetings, correspondence and general administration

2. Administrative tasks for the Circuit:

- All the administration involved in creating and publishing the quarterly preaching plan, compiling the Circuit Directory and updating the Circuit Diary
- Maintaining Circuit social media pages and webpages
- Distributing church/district publicity to the communication groups
- Maintaining effective records including trustee records, GPDR, and other records as required
- Coordinating with clergy, staff and volunteers to support the operational needs of the Circuit
- Coordinating with other Methodist Circuits and church organisations as necessary
- Attending and recording/minuting circuit meetings and events as required (evenings negotiable)
- Other appropriate duties as designated by the Superintendent Minister

3. Financial Support for the Circuit:

- In liaison with the Circuit Treasurer, manage the financial activities of the Circuit, including book-keeping, control of bank accounts, authorisation of payments, accounts payable and receivable functions
- Monitor cash flow and manage banking relationships
- Complete payroll processing, pension scheme administration and new starter/leaver administration
- Maintain accurate records of assets, liabilities and expenses
- Prepare financial statements and reports for the Circuit Treasurer, the Circuit Leadership Team and circuit committees
- Support the Circuit Treasurer in preparing budget forecasts and other financial reports as required
- Assist in fundraising activities and grant applications to support the Circuit's programmes and initiatives
- Ensure compliance with relevant legal and regulatory requirements

- Manage contracts and vendor relationships for goods and services

Support for West Preston Methodist Church (10 hours per week)

Working with the Ministry Team and volunteers to support:

1. Lettings

- Contact point for bookings
- Maintaining required forms, approvals and policies
- Invoicing on a monthly basis
- Managing the heating requirements at both Ashton and Ingol sites (using HIVE application)

2. Finance

- Counting and banking of collections and other receipts
- Supporting the Church Treasurer in maintaining the church accounts including gift aid

3. Property

- Point of contact for annual maintenance services
- Supporting the Church Treasurer in arranging utility contracts
- Arranging external contractors in conjunction with the Property Team

4. People

- Maintaining GDPR records
- Maintaining role descriptions/training records for volunteers
- Supporting safer recruitment processes, including DBS applications, and maintaining records as required

5. Church Activities

- Ensuring compliance with relevant legal and regulatory requirements for Health and Safety (e.g. food hygiene training)
- Supporting church activities as required
- Managing online/bulk purchases

6. Communication

- Working as part of the team that manages the West Preston Facebook account and church webpages
- Working with the Communications Team to publicise and market church activities
- Deputising when the Notices Secretary is unavailable

7. Ministry Team

- General administrative support for the West Preston Ministry Team

Occasional evening or weekend work is negotiable.

Travel within the circuit will be necessary for meetings and events.

Travel between the Circuit Office and West Preston Methodist Church sites will be required.

This post will be subject to a six month probationary period.