



PERSON SPECIFICATION

Post: Circuit Administrator and Finance Officer

Lay Employee in Preston Ribble Circuit based at Circuit Office Fulwood Methodist Church

Attributes	Essential	Desirable	Method of Assessment
Qualifications	Numerical skills – minimum GCSE Maths Communication skills – minimum GCSE English		Q
Proven Ability	Previous experience in administration preferably in a nonprofit or religious organisation		A, I
	Strong understanding of financial principles and practices in recording of financial activity, analysis and reporting procedures		A/I
Knowledge & Skills	Proficiency in using accounting software (Excel) and Microsoft Office Suite		A/I
	Commitment to the values and mission of the Methodist Church	Working knowledge of the structures and way of working of Methodist Church or willingness to learn them	A/I
	Excellent communication and interpersonal skills		A/I
	Excellent organisational skills and multitasking abilities		A/I
Special Qualities or Aptitudes	Ability to work independently and collaboratively in a team environment		A, I
	Flexibility to adapt to changing priorities and deadlines		A, I
Any Other Requirements	Own transport		A, I

A – Application form; I – Interview; Q – proof of qualification (certificates or transcripts)