



Dear applicant,

Thank you for downloading this applicant pack; we are delighted that you are interested in the Finance Officer role with the West Midlands Methodist District! Inside this pack you will find more information about the role and how to apply, as well as an introduction to the District.

We are looking for a Finance Officer to join our team to administer the financial affairs of the District. This role will include working closely with the District Secretary and Treasurer to implement financial policies and controls, assisting with preparing budgets and accounts, managing payroll, processing receipts and payments and maintaining appropriate accounting records. A full job description can be found on the following pages.

For an informal discussion about this role contact Lisa Murphy, District Secretary, by emailing [secretary@wmmethodists.org.uk](mailto:secretary@wmmethodists.org.uk). To apply, please complete the application form available at [www.wmmethodists.org.uk/vacancies](http://www.wmmethodists.org.uk/vacancies) and email it to [info@wmmethodists.org.uk](mailto:info@wmmethodists.org.uk) before the closing date.

We look forward to receiving your application!

## About Us

The West Midlands Methodist District is being formed by the merging of the Wolverhampton and Shrewsbury and Birmingham Methodist Districts on 1<sup>st</sup> September 2025.

The West Midlands District will be:

- 320 churches grouped in 21 circuits across Birmingham, Wolverhampton and the Black Country, Worcestershire, Warwickshire, Herefordshire, Shropshire and Staffordshire.
- Diverse in race and ethnicity, social and economic status, sexual orientation and gender identity, age and background, theological and political belief and yet called to explore and live the way of Jesus together
- serving communities in rural, inner city, market town, suburb and city centre settings from the Welsh Marches to Tamworth and Stafford to Evesham, including the cathedral cities of Hereford, Worcester, Lichfield and Coventry and the whole of the West Midlands conurbation.

The vision for the role of the new district is to:

- Enable local churches to flourish
- Connect people
- Evolve with the changing picture of Methodism
- Initiate new work
- Challenge the status quo



# Job Description

<b>Role Title</b>	Finance Officer		
<b>Reports to</b>	District Secretary	<b>Location</b>	Remote
<b>Hours</b>	21 hours a week, but with seasonal peaks and troughs in workload		
<b>Remuneration</b>	£17.95 per hour	<b>Contract</b>	Permanent
<b>Benefits</b>	26 days annual leave plus bank holidays (pro rata), training and development opportunities, flexible working.		

The successful applicant will be enrolled in a contributory pension scheme. All agreed reasonable expenses will be reimbursed and a laptop provided. Appointment will be subject to satisfactory references and a Basic DBS check.

## Role Purpose and Objectives

To administer the financial affairs of the District including preparing budgets and accounts, managing payroll, processing receipts and payments and maintaining appropriate accounting records.

## Responsibilities

### Financial Controls and Policies

- Support the District Treasurer to implement proper financial policies and controls, ensuring appropriate accounting codes for churches and charities are complied with.

### Budgets and Accounts

- Assist the District Secretary, Treasurer and Resourcing Mission Committee to prepare budget and circuit assessments for the District with reference to the District Mission Plan.
- Work with the District Secretary and Treasurer to prepare annual accounts for the District, including liaising with the auditors and helping to draft the Trustees' Annual Report, particularly with regard to accounting practice and policies.
- Support the District Secretary as needed to ensure compliance with the Methodist Church and Charity Commission requirements, including supplying the information for HMRC P11D forms.

### Payroll

- Ensure District employees' and ministers' payroll information is correct and liaise with the central Methodist payroll bureau so that staff are paid on time.

### Administration of Bank Accounts

- Monitor cash flow and administer transfers between bank accounts.

- Set up approved payments in online banking and liaise with signatories to authorise these for payment.
- Liaise with the Treasurer and/or District Secretary on transactions with the Central Finance Board and Trustees for Methodist Church Purposes, preparing paperwork to facilitate drawdown of funds.
- Administer changes to banking mandates.
- Administer changes to Direct Debits and Standing Order instructions.

#### Receipts and Payments/Book-keeping

- Check invoices and expenses claims for accuracy, before sending to authorised persons for approval.
- Record all bank transactions for all bank accounts on a monthly basis.
- Produce monthly fund summaries, with detailed analyses.
- Provide monthly 'sub-accounts', where required, for specific projects

#### Other key tasks

- Manage the District's Financial Record systems, including archiving information as necessary
- With the District Secretary, review and renew the District's Insurance Policies.
- Maintain the District's Asset Register.
- Other duties commensurate with the role as agreed with the District Secretary.

## Person Specification

### Essential

- Good level of general education, to A Level or equivalent, with excellent numeracy skills
- Experience of preparing budgets and accounts
- Experience of administering payroll
- Experience of handling receipts and payments
- Experience of recording accounting transactions and maintaining accounting records
- Experience of bank and project reconciliations
- Experience of ensuring that financial procedures are adhered to
- Methodical and meticulous in handling financial data
- Good administration skills
- Good working knowledge of QuickBooks or similar accounting packages
- Computer literacy skills, including MS Excel, Outlook and SharePoint
- Ability to present financial information clearly
- Good interpersonal skills, with an ability to communicate effectively with colleagues, District Officers and external bodies.
- Ability to work independently and to tight deadlines
- Flexible, proactive and able to work under pressure
- Ability to apply discretion in sensitive issues, and always maintain confidentiality
- Sympathy with the aims and objectives of the Methodist Church and its policies

### Desirable

- Accounting Qualification – ACCA Level 3 or above or equivalent
- Knowledge of requirements of financial accounting for charities
- Experience of working with voluntary sector or charitable organisations
- Working knowledge of MyFundAccounting software

## Safeguarding and Safer Recruitment

The West Midlands Methodist District is committed to safeguarding and ensuring the welfare of children, young people and vulnerable adults, and expects all employees and volunteers to share this commitment.

The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment. Any job offer will be subject to the completion of safer recruitment processes including review of references and a DBS check.

## How to Apply

Applications should be submitted electronically **in Word format** by email to [info@wmmethodists.org.uk](mailto:info@wmmethodists.org.uk) before the closing date and time. CVs will not be accepted.

**Closing date for applications:** Tuesday 1<sup>st</sup> July 2025

**Interviews to be held:** w/c 7<sup>th</sup> July 2025

**Start date:** 1<sup>st</sup> September 2025