

## PERSON SPECIFICATION

Post: Circuit Bursar  
Basingstoke and  
Reading Methodist Circuit



Attributes	Essential	Desirable	Method of Assessment
<b>Education and Training</b>			
Educated to A Level or equivalent	Yes		A, Q
Educated to degree level or equivalent		Yes	A, Q
Accounting or Bookkeeping Qualification		Yes	A, I
Working background in finance	Yes		A, I
Willingness to undertake ongoing training relevant and necessary to the role	Yes		A, I
<b>Proven Ability</b>			
Bookkeeping and financial management	Yes		A, I
Preparing and managing budgets	Yes		A, I
Financial reporting	Yes		A, I
Maintaining records for financial and property projects	Yes		A, I
Working with charity-based organisations and accounts		Yes	A, I
<b>Special Knowledge and Skills</b>			
Good financial skills	Yes		I
Able to use IT with confidence	Yes		I
Able to use excel spreadsheets and/or bookkeeping software	Yes		I
Interpersonal and communication skills	Yes		I
A good working knowledge of the structures and processes of the Methodist Church, or willingness to learn		Yes	I
Knowledge of MyFundAccounting from Data developments.		Yes	A, I
<b>Special Qualities or Aptitudes</b>			
Able to create and maintain good relationships with a diverse range of people and work as part of a team	Yes		I
Able to work under pressure and meet deadlines demonstrating reliability, integrity, and discretion	Yes		I
Work with initiative and creativity	Yes		I
Ability to spot opportunities for improving processes and delivering change	Yes		I

Any Other Requirements			
Demonstrate awareness of, and sensitivity to, issues of Equality, Diversity and Inclusion and a commitment to the unique value of the individual in all aspects of the Church's life as expressed in the Methodist Church's strategy for Justice, Dignity and Solidarity	Yes		A, I
Satisfactory Enhanced Disclosure from the Disclosure and Barring Service.	Yes		DBS application
Willingness to understand and engage with Methodism and be subject to its discipline	Yes		I
Able to work flexible hours	Yes		I

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