



Job Description

Circuit Bursar

Line Managed by	Circuit Finance Steward (CFS) supported by the Circuit HR Group
Base	Mainly home-based with the opportunity of working in an Office if preferred
Hours of work	16 hours per week, to be worked flexibly with the possibility of additional hours in the future to support individual churches
Pay	£16.48 per hour (Equivalent to £30,000 pro rata)
Purpose of Role:	To enable the Circuit to effectively manage the Circuit finances, maintain overview of Circuit finances and carry out related day to day tasks. To support the Circuit Churches with their finances as agreed with CFS.

Main duties:

- Record the Circuit's finances in accordance with decisions made at Circuit meetings, Connexional rules and Charities Act legislation as appropriate using the finance package provided. All transactions of income and expenditure to be entered on to the electronic system.
- Set up payments on the CAF online banking system when supported by authorised invoices or other agreed documentation. Ensure all payments in respect of Circuit funds are made only when authorised in accordance with Circuit policy. Inform authorisers when payments require approval. Ensure transfers are made from the Methodist Central Finance Board (CFB) where appropriate. Liaise with CFS to ensure funds are transferred from the Circuit Model Trust Fund (CMTF) where appropriate.
- Ensure all monies received are recorded and banked into the appropriate account.
- Verify that all Churches pay their Circuit Assessment on time and advise CFS promptly if payments are not received.
- Support and advise Church Treasurers, regarding reports, budgets and payments as required.

- Work with the CFS to ensure that financial updates are available for Circuit Meetings and on other occasions as requested by the Circuit Leadership Team (CLT).
- Work with the CFS to ensure that there are sufficient funds in the relevant Circuit accounts. Inform the CFS when funds in bank are low.
- Work with the CFS to ensure that Churches within the Circuit are compliant with respect to the completion of their Standard Form of Accounts and Reserves Policies and ensure that they are stored electronically as well as in paper format.
- Work with the CFS and other Circuit Stewards to ensure that the Trustees Annual Report and Financial Statements (incorporating the Standard Form of Accounts) are prepared and sent to the Charities Commission.
- Work with the CFS to prepare documentation required for Auditors.
- Prepare P11Ds (Statement of Employee Benefits in Kind), to be sent to the Methodist Church stipends department and payroll with copies (including 'NIL' returns) going to Ministers concerned. Act as the circuit's primary liaison with central payroll/stipends.
- Ensure that staff have appropriate, up to date expense forms and a timetable for their submission.
- Ability to spot opportunities for improving processes and delivering change
- Any other duties as agreed with your Line Manager.

Terms and conditions

- Terms of appointment: Initially for a 3-year period when the role will be reviewed.
- Appointment will be subject to the satisfactory completion of a three-month probationary period.
- The salary will be £16.48 per hour, (Equivalent to £30,000 pro rata)
- Normal working pattern: 16 hours Monday to Friday, with occasional weekend or evening meetings. There may be peaks and troughs to manage the workload.
- Overtime will be paid if authorised in advance by the CFS.
- All reasonable expenses will be reimbursed.
- Part-time employees' leave entitlement is pro-rata to the full-time entitlement of 33 days (including Public Holidays). Leave requests to be agreed with the CFS.
- Appointment will be subject to satisfactory references.
- Appointment will be subject to a satisfactory DBS check.
- No accommodation is provided with this post.

- The Employee will be automatically enrolled in the Methodist pension scheme.

Management

The Lay Employee will have a line manager.

The role will be supported by the Circuit HR group whose responsibilities will be to:

- Become familiar with the work of the Lay Employee.
- Work with the Lay Employee to encourage the churches to respond to new challenges and opportunities to improve the efficiency of the financial operations of the Circuit.
- Prepare a personal development plan with the lay employee.
- Ensure good communications between all the 'stakeholders' (groups and networks) involved.
- Monitor and evaluate progress with the Lay Employee on a regular basis.
- Act as a "sounding board" to the Lay Employee.
- Deal with Grievances and Discipline.