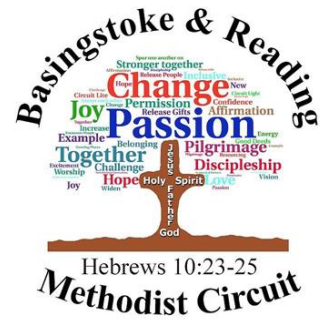


# Circuit Bursar

## Basingstoke and Reading Methodist Circuit

[www.basingstokereadingmethodists.uk](http://www.basingstokereadingmethodists.uk)



The post holder will have the following responsibilities:

Work independently under the direction of the Circuit Finance Steward  
to manage the Circuit funds

Work with individual Church Treasurers as required

The successful applicant will be educated to A level or equivalent. A bookkeeping  
qualification and some experience are desirable

**Contract:** Initially for a 3 year period when it will be reviewed  
in the light of Circuit funding and staffing needs

**Pay:** £16.48 per hour (£30,000 per annum pro rata)

**Hours:** Initially 16 hours per week, worked flexibly

**Closing Date for applications:** Monday 4<sup>th</sup> March 2024

It is proposed that interviews will be held week beginning 11<sup>th</sup> March 2024

There is a genuine occupational requirement that the post-holder is willing  
to work within the ethos of the Methodist Church

Further details and an application form are available to download from our website

For any queries please contact one of our Circuit Administrators on 07503 652961

or 07586 441328