

London District of the Methodist Church and the London Committee



Grants & Accounts Officer

Job Description

Summary

To maintain and prepare accounts and administer grants on behalf of the London Mission Fund and other London based Methodist bodies. To be Convenor and Secretary of the London Committee of the Methodist Church.

Main Responsibilities

Grants and Accounts

For a number of charities and funds including:

- i) the London Committee (a charity administering legacy funds of the Methodist Church in London and surrounding counties)
- ii) the Strangers Friend Committee
- iii) the Aldersgate Committee
- iv) the Catalyst Fund of the London Committee
- v) the London Methodist District Advance Fund

- Act as Convenor and Secretary; dealing with day-to-day finances; management and monitoring of grants.
- Maintain accounting records, prepare interim and final accounts and budgets; liaise with Connexional auditors with regard to final accounts.
- Convene annual trustee meetings
- Maintain appropriate records on the Charity Commission website.
- Support the Secretary and Chair in the processing of applications for grants.

Management and Relationships

Line Manager

A Chair of the London District

Key Relationships

London Committee Chair and Treasurer
District Advance Fund Secretary
Trustees for Methodist Church Purposes
Finance and Admin Officer of the London District
Treasurer of the London District

Terms and Conditions

Terms of appointment:	Permanent
Health and Safety:	The post holder will be subject to the Methodist Church's Health and Safety policy.
Equal Opportunities:	The District is committed to equal opportunities, anti-discrimination and anti-oppressive policy and practice. No one we have contact with may be discriminated against either directly or indirectly on the grounds of gender, race, nationality, religion, cultural group, marital status, sexual orientation, age or impairment. The policies apply to job applicants, employees, volunteers, users and beneficiaries of our services
Physical Conditions:	Office based at Methodist Central Hall, Storey's Gate, Westminster, London SW1H 9NH or home based.
Remuneration:	The salary will be £35,000 per annum pro rata.
Work Permit:	Appointment will be subject to documentary evidence of the right to live and work in the UK
Hours of Work:	Normal working pattern is 14 hours per week, worked flexibly, including some evenings and occasional weekend work.
Holiday Entitlement:	During the first to fourth years 25 days During the fifth to ninth years 28 days During the tenth and subsequent years 30 days plus Bank Holidays and an extra three days at Christmas/New Year (all pro rata)
Pension:	Eligible employees will be auto enrolled into a Pension Scheme.
Probationary Period:	Appointments for lay employees are made subject to the satisfactory completion of a three-month probationary period.
Travel expenses:	All reasonable expenses will be reimbursed. Mileage is paid at 45p per mile (for the first 10,000 miles).

Person Specification

Post: DSO Attributes	Essential	Desirable	Method of Assessment
1. Relevant Training & Education	Educated to A level or equivalent standard.		A,Q
	English and Maths GCSE or Equivalent, C grade or above		A,Q
		Qualified accounting technician (AAT)	A,Q
2. Proven abilities	Ability to produce and maintain basic accounting records		A, I
	Ability to produce management accounts, including income and expenditure statement and balance sheet		A,I
		Ability to support and maintain the work of multiple committees, prioritising as appropriate	A,I
3. Skills and Competencies	Good time management skills		A,I
	Good communication skills		A,I,T
	Able to work with multiple projects to meet deadlines		A, I,
4. Special Knowledge and Expertise	Good knowledge of financial management and governance practice.		A, I,
5. Personal Qualities	Ability to work on own and be self-motivated		A , I,
	Ability to work as part of a team.		A,I
	Empathy when dealing with non-experts and volunteers in local church contexts.		

To apply for this role, please download an application form from the London District vacancies page and an equality and diversity form. Please complete and send back to administration@methodistlondon.org.uk by 29th September. Interviews will be held on 19th October.