



John Wesley
Wesley's Chapel
& Leysian Mission

Administration Assistant (Part-time)
25 hours per week
£13 per hour

The City Road (Wesley's Chapel & Leysian Mission) Circuit is seeking to appoint a new member of staff to assist in maintaining the administrative & financial affairs of the Chapel & its wider interests to include:

- Assist with general day-to-day administration duties such as staffing reception, answering the telephone, emails, room bookings, greeting visitors, photocopying, production of Chapel rotas and worship & publicity materials etc
- Provide administrative support to the Board of Trustees to include taking minutes of meetings
- Assist the Finance & Administration Assistant to include cash counting, weekly banking, accounts payable/receivable functions and raising cheques etc
- Administer the Chapel's music recital programme
- Ensure accurate records are maintained that meet the legal and statutory requirements of the Chapel and its interests

It is likely that the successful candidate will have previous experience of working in a busy office environment. They will have strong interpersonal skills that enable them to work with a wide range of people. Candidates should have excellent communications skills, an eye for detail & be self-motivated.

Terms and conditions will be in line with those recommended by the Methodist Conference.

Full particulars can be obtained on request from Tracey Smith at Wesley's Chapel, 49 City Road, London, EC1Y 1AU, telephone 0207 253 2262 or by e-mail to: administration@wesleyschapel.org.uk

The closing date for applications is Monday 15 October 2018