



John Wesley
Wesley's Chapel
& Leysian Mission

**Finance Officer (part-time)
30 hours per week
£30276 per annum**

The Trustees of Wesley's Chapel and Leysian Mission, a UK based charity, are seeking to appoint a new member of staff to assist in managing the financial affairs of the Chapel & its wider interests.

The post of Finance Officer is a critical role within the Charity and the post-holder will be responsible for the day-to-day financial operations of the Charity. They will be involved in maintaining the financial procedures and systems, producing budgets, accounts, reconciliations and financial reports for a variety of needs, cash counting, banking, ensuring accurate and timely financial recording on Xero (cloud based accounting system).

We are looking for a highly motivated and experienced individual who is capable of working independently, as well as being an integral member of our team. The successful candidate should 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 April 26 2024