



The Methodist Church

Job Title: Finance Officer (part-time)

Responsible to: The employee will be employed by the Managing Trustees of Wesley's Chapel & Leysian Mission and will be line managed by the administration manager

Based at: Wesley's Chapel & Leysian Mission, 49 City Road, London, EC1Y 1AU

Hours of work: Normally 10.00am-4.30pm, Monday – Friday (30 minute lunch break unpaid).

Job Purpose: The key purposes of this post are to oversee & maintain the financial affairs and systems of Wesley's Chapel & Leysian Mission

Job Description

The Trustees of Wesley's Chapel & Leysian Mission, a UK registered charity, are seeking to recruit a Finance Officer to join their committed and friendly staff team.

Wesley's Chapel is at the heart of the site and is the centre for worldwide Methodism and a major heritage site of both national and international importance. As well as regular weekly services and activities in both of its chapels, the site also houses the Museum of Methodism, a shop run by volunteers and conference rooms for hire. The Chapel and Museum welcome over 15,000 visitors a year from all corners of the world.

The role involves maintaining the day to day finance operations of the Charity, including book keeping, accounts payable/receivable functions, payroll and pensions, cash counting and recording, banking, contracts and tenders, monthly and yearly reporting, budgets and forecasts and the maintenance of financial records, controls and policies and procedures

The successful candidate will have strong interpersonal skills that enable them to work with a wide range of people. Candidates should have a proven ability to use IT systems as a tool for increasing effectiveness at work. Previous experience of working for a charity would be an advantage.

Main responsibilities:

Finance

- Undertake the day-to-day book-keeping using the Chapel's cloud-based accounting software Xero. This will include reconciling petty cash, bank and credit card reconciliations, insurance renewals, property rentals, accounts payable and receivable functions, raising cheques, online banking to include updating mandates, and invoicing,
- Cash counting and banking
- Process staff, volunteer and trustee expense claims
- Ensure accurate financial records are maintained that meet the legal and statutory requirements of the Chapel and its interests. To include completion and submission of the annual returns and updating information held by the Charity Commission, HMRC and the Methodist Church
- Liaise with financial and non-financial employees at all levels within the Chapel, Methodist Church, and other stakeholders and organisations as required
- Prepare reports on variances to the budgets, Gift Aid, and giving/donations as required

- Assist the Treasurer with annual budget preparation to include entering onto cloud-based accounting system etc
- Assist the Administration Manager with payroll and pension functions
- Assist the Administration Manager with the management of contracts and tenders to include maintaining the contracts register and ensuring contracts are reviewed/renewed on a timely basis to allow for notice periods
- Assist the Trustees to ensure adherence to finance policies and procedures to include drafting and updating said policies as required
- Assist with the annual audit (to include assisting in the preparation of the annual accounts)
- Assist the Administration Manager with annual insurance renewals

Other

- To assist with general day-to-day administration duties such as answering the telephone, staffing reception, room/group tour bookings etc in the absence of the administration assistant or when required during busy periods.
- Any other related duties required to fulfil the role's purpose as and when they arise.

Applicants are required to be sympathetic with the aims and ethos of the Methodist Church as laid out in the "Our Calling".