



Ripon & Lower Dales Methodist Circuit

JOB VACANCY

P/T Finance Officer

WE ARE OPEN TO RECEIVING ENQUIRIES FROM INDIVIDUALS WHO ARE SUITABLY EXPERIENCED AND QUALIFIED TO OFFER SUCH SERVICE ON A FIXED TERM CONSULTANCY OR 'FREELANCE' BASIS (SUBJECT TO DUE DILLIGENCE BY THE CIRCUIT). NOTE: THIS IS A TEMPORARY POST TO COVER MATERNITY LEAVE AND IS OFFERED FOR A PERIOD OF 6 MONTHS WITH THE POSSIBILITY OF AN EXTENSION.

MAIN RESPONSIBILITIES

To support the circuit as it looks to review and reinvigorate its mission post-pandemic. You will work alongside our existing team to plan and undertake financial support of the circuit and its churches. This is a temporary post to cover a period of maternity leave for an initial period of 6 months with a possible extension.

ABOUT YOU

Do you enjoy organising and managing finances, to support and enable the work of others? Are you able to 'hit the ground running', work independently as well as alongside others to encourage and develop the work of our Circuit and Churches? If so we want to hear from you...

NEXT STEPS & MAIN TERMS

Hours of work: 15-20 hours per week (Worked flexibly to meet the needs of the Circuit)
Contract: An initial 6-month FTC (To cover a period of maternity leave)
Rate of pay: £13.50 per hour
Location: Based from the Circuit Office at Allhallowgate Methodist Church, Ripon
Next steps: Email the circuit office at riponandlowerdalesadm@outlook.com for an application pack
Closing date: 23rd September 2022
Interview date: w/c 26th September 2022
Start date: As Soon As Possible

www.riponlowerdalesmethodists.org.uk