



JOB VACANCY

FINANCE ASSISTANT

Airedale Methodist Circuit is seeking a part time Finance Assistant to work as part of the Circuit Team in partnership with the Circuit Treasurer and Circuit Property & Finance Officer.

The ideal applicant will be well-organised and self-motivated with great interpersonal skills, a can-do attitude, excellent attention to detail and able to work without direct supervision. To apply you must have experience of financial administration and be adept at using Microsoft Excel and Word and will ideally be familiar with accounting software.

For a full list of responsibilities, we encourage you to request an application pack.

The appointment requires an enhanced DBS disclosure and satisfactory references.

NEXT STEPS & MAIN TERMS

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| Hours of work: | 12 hours per week, worked flexibly in agreement with the Line Manager, which may occasionally include some evenings. Actual days, start and finish times will be variable in accordance with the needs of the Employer. The days of the week on which you may be required to work are Monday to Friday. You will not be expected to work on more than 3 days in a calendar week. |
| Contract: | Permanent |
| Rate of pay: | £13.50 per hour, with the option to enrol in the Circuit's workplace pension scheme. |
| Location: | Circuit Office, Silsden Methodist Church, Kirkgate, Silsden, BD20 0PA |
| Next steps: | For more information and an application pack, please contact Claire Corp: clairecorp@hotmail.com or 07884 363148 |

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| Closing date: | 20 th December 2024 at 12 noon |
| Interview date: | Week commencing 6 th January 2025 |
| Start date: | 1 st February 2025 or as soon as possible thereafter |

To learn more about our Circuit and the work that we do, please visit:

www.airedalemethodists.org