

Vacancy for Finance Administrator

Poole Bay Methodist Circuit is the governing body of 6 Methodist Churches, located along the Dorset coastline, from Swanage to Bournemouth.

We are seeking to recruit an experienced Finance Administrator to join the Circuit team which supports the work of those churches.

Hours: 20 hours per week. Some flexibility will be required to attend occasional evening Trustee meetings.

Location: The post holder will predominantly work from home

Salary: £29,000 Pro Rata

The successful applicant will:

- have proven experience in the finance and accounting field and will be able to help promote control, efficiency and best practice in financial processing, management and reporting
- have proven experience of the full range of finance administration duties from data input and reconciliation to the preparation of year end accounts and submission to audit/examination.
- be experienced in the submission of VAT returns to HMRC
- have good working knowledge of Microsoft Excel and Word
- preferably be experienced with Charity Commission accounting requirements

A DBS certification may be required for this post.

Informal enquiries can be made via 07522 817767

To request a full job description, person specification and application form for this post please email spirerecruitment23@gmail.com

Closing date: 1st December 2024

Interview date: Mid December

Start date: January 2025 or earlier by agreement