



Boston Methodist Circuit - Finance Lead

Boston Methodist Circuit is a group of six Methodist Churches; three in the town and three in surrounding villages. Each Church has a Church Council to manage its life and work which includes a volunteer Treasurer. A Church Treasurer's work includes recording offerings and general giving, receipts and payments, budgeting for the annual assessment payment required from all Methodist churches and producing a monthly report for the Circuit Meeting. Each Church is required to present its annual accounts according to the Connexional (ie. national) Methodist Church's Standard Form of Accounts. The finance pages of the Methodist Church giving detailed guidance are here:

<https://www.methodist.org.uk/for-churches/finance/>

The Circuit itself, as the umbrella body for the six Churches, employs a part-time Administrator whose role includes financial administration, book-keeping and stipends. The Circuit uses Xero Accounting Software for this work <https://www.xero.com/uk/>.

We are looking for a Finance Lead to work with the Circuit Administrator and the volunteer Treasurers of each Church to:

1. Ensure all Church and Circuit finances are managed and recorded professionally and are compliant with Methodist Church accounting procedures.
2. Produce a Circuit finance report, working with the Circuit Administrator to achieve this, for presentation at the monthly Circuit Meeting.
3. Assist volunteer Treasurers in their own Churches, especially when facing challenges, to keep their financial management and reporting on track.
4. Oversee accurate end-of-year financial reporting (31 August) from all six Churches and the Circuit itself, using the Methodist Standard Form of Accounts.
5. Lead the Circuit Administrator and Circuit Trustees on completing and submitting necessary documentation eg. P11Ds and the annual Charity Commission return.
6. Prepare an annual draft budget (April/May) in consultation with the Administrator and Trustees, for the following Methodist Connexional Year (1 September – 31 August).
7. Provide monthly scrutiny and analysis of the Circuit Accounts, guiding Trustees about priorities and expenditure.

We envisage this being a paid, part-time role, with the potential for some remote working. It may suit someone who is self-employed. All details to be mutually discussed and agreed. Expressions of interest by Friday 18th July 2025. Contact us now for a conversation on 01205 355543 centenarymeth@gmail.com.



Person Specification

Attributes	Essential Criteria	Desirable Criteria	Method of Assessment
Training and Professional qualifications	Some formal financial training	An accounting qualification – AAT, ACA, ACCA or the like	A, I, Q
Experience	Experience in bookkeeping and accounts preparation	Previous employment in a professional accountancy firm	A, I, W
	Computer literate and experienced in use of Xero Accounting Software and online banking, or the commitment to gain this knowledge speedily	Advanced office and computer skills, Microsoft packages	A, I
	Already knowledgeable about the Methodist Church in Britain's financial policies and procedures, or the commitment to gain this knowledge speedily		A, I
Proven ability	Able to prioritise workloads and deadlines		A, I
	Accuracy and attention to detail		A, I
	Able to interpret information quickly and accurately		A, I
Special qualities and aptitudes	Able to manage complex tasks		A, I
	Good verbal and written communication skills		A, I
	Able to work collaboratively with volunteers and colleagues in a professional, approachable and sensitive style		A, I
	Respect for confidentiality		A, I
Any other requirements	In sympathy with, and a willingness to understand and engage with, the Methodist Church	Knowledge of Methodist procedures and practice	A, I
	A willingness to undertake appropriate training where deemed necessary		A, I
	Attendance at monthly evening Circuit Meeting in person or on Zoom	Use of own transport would be desirable in attending meetings	A, I
	The appointment will be subject to two satisfactory references		