

**Organisation:** Harlesden Methodist Church  
**Position:** Finance/Office Administrator  
(Maternity cover for one year from 14<sup>th</sup> March or as soon after as possible)  
**Hours:** 15 hours per week  
**Rate:** £9.00 per hour

We are a busy church situated in North West London with a broad range of activities from church services to room hiring.

You will co-ordinate our finances, administration and use of the church building. You will have a good level of English and computer skills; be able to work in a small team, relate to church members and other users of the building; be organised and self-motivated.

To apply please forward your CV with a covering letter to Rev Nick Skelding by email [nick.skelding@btinternet.com](mailto:nick.skelding@btinternet.com) or by post at Harlesden Methodist Church, 25 High Street, London NW10 4NE

Closing date for applications, Monday 8<sup>th</sup> March 2010.