

Grants, Accounts and Property Development Officer

Job Description

Summary

To take a lead in offering advice to Methodist Circuits in the London District in the use of Methodist property for purposes of mission. To maintain and prepare accounts and administer grants on behalf of the London Mission Fund and other London based Methodist bodies. To administer the Property Consents process for the London District and to act as the District Property Secretary in matters related to quinquennial inspections and manse inspections.

Main Responsibilities

Grants and Accounts

For a number of charities and funds including:

- i) the London Committee (a charity administering legacy funds of the Methodist Church in London and surrounding counties)
- ii) the Strangers Friend Committee
- iii) the Aldersgate Committee
- iv) the Catalyst Fund of the London Committee
- v) the London Methodist District Advance Fund

- Act as Convenor and Secretary; dealing with day-to-day finances; management and monitoring of grants.
- Maintain accounting records, prepare interim and final accounts and budgets; liaise with Connexional auditors with regard to final accounts.
- Convene annual trustee meetings
- Maintain appropriate records on the Charity Commission website.
- Support the Secretary and Chair in the processing of applications for grants.

Property Development

For the Methodist London District:

- Liaise with managing agents in regard to properties held by the London Committee and with surveyors and solicitors on lease extensions, renewals etc.
- Provide advice and support to circuits and churches considering undertaking property schemes, this will include occasional site visits which could take place anywhere within the London District.
- Administer the Property Consents process, monitoring projects, liaising with Managing Trustees to ensure the supply of adequate information, liaising with conservation and ecumenical officers, consents panel members; preparing a report for the London District Synod, and arranging for and servicing Consent Panel meetings.
- Assist in the establishment of, and subsequently provide support to an effective District Property Advisory Group.
- Undertake the role of District Property Secretary in monitoring progress of annual returns submitted by Circuits; arranging District manse inspections and checking quinquennial reports.

Management and Relationships

Line Manager

A Chair of the London District
(The post-holder is a member of the Connexional Team,
managed locally within the District)

Key Relationships

District Consents Group
London Committee Chair and Treasurer
District Advance Fund Secretary
Trustees for Methodist Church Purposes
Connexional Property Development Group
District Property Secretaries from other Methodist Districts
Finance and Admin Officer of the London District
Treasurer of the London District

Terms and Conditions

Terms of appointment:	Permanent
Health and Safety:	The post holder will be subject to the Methodist Church's Health and Safety policy.
Equal Opportunities:	The District is committed to equal opportunities, anti-discrimination and anti-oppressive policy and practice. No one we have contact with may be discriminated against either directly or indirectly on the grounds of gender, race, nationality, religion, cultural group, marital status, sexual orientation, age or impairment. The policies apply to job applicants, employees, volunteers, users and beneficiaries of our services
Physical Conditions:	Office based at Methodist Central Hall, Storey's Gate, Westminster, London SW1H 9NH
Remuneration:	The salary will be £35,000 per annum.
Work Permit:	Appointment will be subject to documentary evidence of the right to live and work in the UK
Hours of Work:	Normal working pattern is 35 hours per week, worked flexibly, including some evenings and occasional weekend work.
Holiday Entitlement:	During the first to fourth years 25 days During the fifth to ninth years 28 days During the tenth and subsequent years 30 days plus Bank Holidays and an extra three days at Christmas/New Year.
Pension:	Eligible employees will be auto enrolled into a Pension Scheme.
Probationary Period:	Appointments for lay employees are made subject to the satisfactory completion of a six-month probationary period.
Travel expenses:	All reasonable expenses will be reimbursed. Mileage is paid at 45p per mile (for the first 10,000 miles).

Person Specification

Post: DSO Attributes	Essential	Desirable	Method of Assessment
1. Relevant Training & Education	Educated to A level or equivalent standard.		A,Q
	English and Maths GCSE or Equivalent, C grade or above		A,Q
		Qualified accounting technician (AAT)	A,Q
2. Proven abilities	Ability to produce and maintain basic accounting records		A, I
	Ability to produce management accounts, including income and expenditure statement and balance sheet		A,I
	Has worked in property management, aware of legal issues relating to leases		A, I
		Ability to support and maintain the work of multiple committees, prioritising as appropriate	A,I
3. Skills and Competencies	Good time management skills		A,I
	Good communication skills		A,I,T
	Able to work with multiple projects to meet deadlines		A, I,
4. Special Knowledge and Expertise	Good knowledge of financial management and governance practice.		A, I,
		Good knowledge of building regulations	A,I
		Good Knowledge of planning regulations and restrictions relating to ecclesiastical exemptions	A , I
5. Personal Qualities	Ability to work on own and be self-motivated		A , I,
	Ability to work as part of a team.		A,I
	Empathy when dealing with non-experts and volunteers in local church contexts.		