

The Birmingham Methodist District seeks a suitably qualified person or organisation to undertake

## **day-to-day financial management and book-keeping**

The work to be undertaken includes

- preparing draft budgets and management accounts and draft end of year accounts
- paying bills and expenses
- collecting payments due

**For those wishing to apply to be employed as**

### **District Finance Officer**

- The role will be half-time (FTE 35 hours per week).
  - The salary will be **£17,252.50 (FTE £34,505)**
- You will be home office based, with a mobile phone and laptop provided.

**For those wishing to submit a tender**

**Please apply for a tender information pack.**

For further information and to obtain the appropriate pack

- contact [office@birminghammethodist.org.uk](mailto:office@birminghammethodist.org.uk)
- or visit <https://birminghammethodist.org.uk/vacancies>

The closing date for applications and tenders is 9 am on  
Monday the 9<sup>th</sup> of September

Interviews will be held on Thursday the 19<sup>th</sup> of September