

The Birmingham Methodist Circuit
has a vacancy for a
Circuit Administrator (Finance) (25hrs)

Salary is £10.53 - £12.03 per hour,
depending on qualifications and experience.

Office base is The Church at Carrs Lane.

We require someone who has the ability to do the following:

The day to day book-keeping for the Circuit. Payment of bills, expenses and collection of payments due. Production of draft budget and management accounts and draft end of year accounts. Liaising with and working closely with the Circuit Treasurer.

For more information and an Application form contact Sue
Saunderson (Circuit Administrator) at

ssaunderson@birminghammethodistcircuit.org.uk

or download the information from the Circuit website.

<http://birminghammethodistcircuit.org.uk/index.php?page=vacancies>

Closing date for applications is **12 noon on Friday 21st June.**

Interviews will be held on **Week beginning 8th July.**