

Shieldfield Art Works

Job Advertisement

Finance Officer, 4 hours per week.

Shieldfield Art Works (SAW) is an artist-led Christian organisation committed to creativity, theological critique, and community engagement. We are a project of the Methodist Church, based in the Newcastle Central and East Circuit and funded by Grant Funding.

Through hospitality, art and enquiry and community engagement, we seek to bear witness to the love and grace of God, challenge the status quo and seek the good of our city, especially with the people of Shieldfield. Our values are embodied in our programme of exhibitions, discussions, art making, study days and theological reflection. All our work is underpinned with a rhythm of prayer and rest.

As part of the core team, the Finance Officer will undertake all aspects of financial monitoring and management, including income generation.

JOB TITLE: Finance Officer

EMPLOYED BY: The Newcastle Central and East Circuit, Methodist Church.

LOCATION: Shieldfield Art Works, 1 Clarence St, Newcastle upon Tyne, NE2 1YH

RESPONSIBLE TO: Rev. Alison Wilkinson

Please apply by letter and C.V. by Monday 7 November 2022, 10am to alison.wilkinson@methodist.org.uk.

Please also email your completed Equality and Diversity Monitoring form to paul@brunswickmethodist.org.uk or post to:

Rev Paul Cleever-Thorpe Brunswick Methodist Church, Brunswick Place, Newcastle Upon Tyne, NE1 7BJ.

You will hear back by Wednesday 9th November if we invite you to interview.

Job Description

Hours per week: 4 hours

Preferable working Days: Wednesday and/or Thursday (some flexibility required to include some evening and weekend work)

Core responsibilities:

- Dealing with financial transactions
- Monitoring income and expenditure against budget and producing periodic financial reports and budget projections
- Managing Gift Aid
- Working with other team members on fundraising and other opportunities to increase income in line with targets
- Ordering building supplies
- Upholding Methodist Church policies on safeguarding and health and safety
- Other related duties as reasonably required

Person Specification

Essential:

- Active Christian faith
- Able to articulate your Christian faith
- Proven ability and experience in bookkeeping
- Excellent organisational skills
- Proficiency in Microsoft Office, Google Suite/Workspace applications or similar, particularly spreadsheet programmes
- Team player
- People person - excellent interpersonal and communication skills
- Willingness to work in line with the priorities and mission of the Methodist Church

Desirable:

- Interest in art, faith and social activism

Terms and Conditions

- **Terms of appointment:** Permanent (subject to continued funding)
- **Salary:** Lay employment scale between £9.90 an hour to £12.52 an hour. The Methodist Church is a living wage employer. Salary is paid monthly (2 weeks advance) by BACS transfer into a named bank account.
- **Place of Work:** Shieldfield Art Works, 1 Clarence St, Newcastle, NE2 1YH
- **Normal working pattern:**
 - 4 hours per week.
 - Flexible working, subject to agreement.
 - It is expected that this role would be located physically at SAW the majority of the time.
 - SAW is committed to working practices that enable employees to strike a mutually beneficial balance between the needs of SAW, its users, visitors and other stakeholders, and the commitments of home and family life.
 - Evening and weekend work may be occasionally required as part of the working week
- **Annual paid leave entitlement:** 28 days statutory annual leave entitlement per year (pro-rata for part-time Workers).
- **Sickness pay:** Paid in accordance with Statutory Sick Pay regulations
- **Maternity and Paternity Pay and Leave:** Statutory
- Opportunities for study and for training.
- All reasonable expenses will be reimbursed.
- Appointment will be subject to a satisfactory Disclosure & Barring Service (DBS) disclosure.
- Appointment will be subject to satisfactory references.
- Appointment will be subject to the satisfactory completion of up to three-month probationary period.

Management:

Post will be supervised by Director Lydia Hiorns, and line-managed by Minister in Charge Rev. Alison Wilkinson.