

Role Outline

Volunteer Role Title: Circuit Finance Steward

Background information: The Circuit Finance Steward is responsible, with the other Circuit Stewards, for ensuring the circuit remains financially viable and that all appropriate financial records and requirements are responsibly managed. As a member of the Circuit Meeting the Circuit Finance Steward is a managing trustee of The Methodist Church, West Oxfordshire Circuit.

Church / Circuit: The Methodist Church, West Oxfordshire Circuit

Location: Northampton District (23/3)

Appointed by: Circuit Meeting

Responsible to: The Finance Steward will be responsible to the Circuit Meeting.

Key Partners: Circuit Leadership Team, Circuit Administrator, Circuit Accountants, local Church Treasurers, District Treasurer, Circuit Auditors.

Personnel Resources presently available

- Circuit Administrator, who carries out the day-to-day online payments, forwarding the details to the Circuit Accountants
- Circuit Accountants, who keep the cash book on a monthly basis from bank statements and all other necessary records, providing figures as required, but including management accounts on a quarterly basis, with full charity accounts annually on a timely basis.

Key volunteer activities

- To have oversight of all financial transactions in the circuit.
- Become a signatory / authoriser on the Circuit bank accounts with CAF Bank Ltd, Central Finance Board of the Methodist Church (CFB) and Trustees for Methodist Church Purposes (TMCP).
- Monitoring the work of the Circuit Accountants, and requiring a Monthly reconciliation from them of Circuit Accounts, with CAF Bank, CFB and TMCP.
- Plan and prepare an annual budget for the Summer Circuit Meeting to approve, including advising on the Reserves Policy of the Circuit. This will then be regularly monitored throughout the year, primarily between the Finance Steward and Accountants, presenting regularly to CLT and the Circuit Meeting.
- Be the link with the Methodist Stipends Office (for ministers), the Methodist Church Payroll Bureau (re. lay employees) and The People's Pension (re. lay employees' pension contributions)
- Work with the local Church Treasurers within the circuit to offer guidance and support as required for their work of monitoring funds and transactions in the local churches. With these partners, keep the Circuit Assessment under review and report to the Circuit Meeting (normally Summer meeting) offering any required changes for approval.
- Receive and hold signed accounts for all churches in the Circuit. In January / February, extract required information onto the District C&I (cash & investments) form, together with information required from the Circuit's accounts, and submit both the form and the Circuit accounts to the District Examiner for District Assessment purposes.

Registered Charity Address:

Wesley Manse, Church Street, CHIPPING NORTON, Oxfordshire OX7 5NT

- Communicate as necessary with the District Treasurer.
- Following the year-end (31 August), meet with the Circuit Accountants, to go through the Circuit Accounts in the agreed format, and obtain agreement of dates for them to be audited by the Circuit Auditor. Together with other members of CLT, produce the Annual Report and attach it to the Accounts for submission to Circuit Auditor. As soon as possible after the Annual Report and Accounts have been audited and signed, an Annual Return, needs to be completed on the Charity Commission website, which includes the submission of the signed, audited Report and Accounts to the Charity Commission. The latest date for this to happen is the end of June (10 months after year-end).
- To ensure the accounting information, books and records are retained for 7 years.

Level of commitment:

Circuit meetings are usually held 3 times a year – although additional meetings may be called as necessary. The CLT meets at least 4 times a year, and additional participation in Committees may be required. Meetings / phone calls with the Circuit Accountants, Circuit Administrator and Circuit Superintendent will be required.

Criminal record check

As a Circuit Steward, this role will require a DBS check to be carried out, unless the applicant already has a DBS within the life of the West Oxfordshire Circuit, which is valid. We will follow the Methodist Safer Recruitment pathway for this appointment.

Safeguarding

The Methodist Church takes the safety of everyone within the circuit very seriously and expects that everyone will work within the circuit safeguarding policy. In particular the Trustees of West Oxfordshire Methodist Circuit expect anyone who becomes aware of a safeguarding concern, risk or of actual abuse, to immediately raise this with the minister or the Circuit Safeguarding Lead within one working day.

Training and support:

- An induction to the role of Circuit Finance Steward / Treasurer will be provided, with the opportunity to meet with and learn from other Circuit Treasurers in the District
- We will require that the holder of this post attends or has attended (in the past 4 years) the Foundation Module of Safeguarding Training
- Any specific training necessary for the role or work being undertaken will be provided, guidance will be provided by the District Treasurer for training opportunities that would be relevant and appropriate. Membership of the Association of Church Accountants and Treasurers (ACAT) is provided by the Methodist Church.
- Details of the Methodist requirements regarding the “Circuit Fund” may be found in SO 532 in Volume 2 of CPD (the Constitutional Practice and Discipline of the Methodist Church), which is available on the Methodist Church website:
<https://media.methodist.org.uk/media/documents/CPD-Vol-2-0825.pdf>. A new volume is available each year.

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