



The Methodist Church West Oxfordshire Circuit

Registered Charity No. 1134159

Role Outline

Volunteer Role Title: Circuit Finance Steward

Background information:

Summary from the Constitutional Practice and Discipline of the Methodist Church:

1). The Circuit stewards are the treasurers of the circuit fund (SO 532) and so shall:

(i) obtain from the treasurer of each Local Church in the Circuit the contribution assessed by the Circuit Meeting on that Local Church

towards the general expenditure of the Circuit, including the circuit contribution to the Methodist Church Fund and the fulfilment of the other obligations specified in heads (ii) to (iv) below;

(ii) provide the sums required for payment of the stipends of the ministers and probationers and authorise the collection by the Connexional Team of those sums by direct debit in accordance with Standing Order 801(3);

(iii) pay to the ministers and probationers any other allowances due to them and all sums required to defray their expenses in accordance with Standing Order 801(2);

(iv) discharge all other claims upon the circuit fund in accordance with the budget agreed by the Circuit Meeting, including budgeted payments for ecumenical work.

2) The circuit stewards shall, by the seventh day of each quarter, pay to the district treasurers of the Methodist Church Fund and the District Expenses Fund the amounts which have been allocated to the Circuit by the Synod for those funds respectively.

(3) The circuit account shall be closed annually on the 31st August and an annual report shall be made to the Circuit Meeting. The accounts shall clearly indicate the financial position of the fund at the 31st August each year, including all investments, and loans due to and from the fund.

The Circuit Finance Steward will take overall responsibility for ensuring the circuit remains financially viable and that all appropriate financial records and requirements are responsibly managed. This will be achieved by working with and overseeing the sharing of responsibilities with the Circuit Administrator and Circuit Auditors / Independent Examiners.

As a member of the Circuit Meeting the Circuit Finance Officer is a managing trustee of The Methodist Church, West Oxfordshire Circuit and a member of the Circuit Leadership Team

Circuit: The Methodist Church, West Oxfordshire Circuit

Location: Northampton District (23/3)

Appointed by: Circuit Meeting

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

Registered Charity Address:

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

Key Partners: Circuit leadership team, Circuit Administrator local Church Treasurers, District Treasurer

Key volunteer activities

- To have oversight of all financial transactions in the circuit, even if day to day processing of those transactions are delegated to the Circuit Administrator.
- Be the link with the Methodist Stipends Office, the Methodist Church Payroll Bureau (re. lay employees) and the People's Pension re. lay employees' pension contributions.
- Monitoring the finance-related work of the Circuit Administrator and requiring a Monthly reconciliation from them of Circuit Accounts, with the Bank, CFB and TMCP accounts.
- Plan and prepare a forecast budget covering a 12 month period with an indication of how costs will be met. This will usually be presented for approval at the Summer Circuit Meeting.
- Advising on the Reserves Policy of the Circuit (SO 012(6)) to ensure effective financial stewardship.
- Monitor the budget through the year liaising with other involved parties as needed. Report to the Circuit Leadership Team and Circuit Meeting at regular intervals.
- 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, offering any required changes for approval.
- Receive and hold signed accounts for all churches in the Circuit. Extract required information onto the District form and submit to the District Examiner for District Assessment purposes.
- Communicate as necessary with the District Treasurer.
- Liaise with the Circuit Administrator to produce the end of year accounts (31st August) and arrange for them to be audited by the Circuit Auditor.
- Produce, and get approval of, The Annual Report and Accounts for the Circuit. Submit the Report and Accounts to District Examiner. Within 10 months of the year-end (by 30 June), an Annual Return needs to be completed on the Charity Commission website, which will include the submission of The Annual Report and the audited accounts.
- To ensure the accounting information, books and records are retained for 7 years.
- Become a signatory / authoriser on the Circuit bank account with CAF Bank, CFB (Central Finance Board of the Methodist Church) and TMCP (Trustees for Methodist Church Purposes).

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 valid within the life of the West Oxfordshire Circuit. We will follow the Methodist Safer Recruitment pathway for this appointment.

Level of commitment:

Circuit meetings are usually held 3 times a year – although additional meetings may be called as necessary. The Circuit Leadership Team (CLT) meets at least 4 times a year. Occasional participation in other meetings may be required. Liaison with the Circuit Administrator and Circuit Superintendent will be required.

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Training and support:

- An induction to the role of Circuit Finance Steward 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 (as well as the accountancy bodies and the Association of Accounting Technicians). Membership of the Association of Church Accountants and Treasurers (ACAT) is provided by the Methodist Church.

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