

PERSON SPECIFICATION

Post: Circuit Operations Manager – Brighton and Hove Circuit

Attributes	Essential	Desirable	Method of Assessment
1. Education & Training	Educated to GCSE level with Maths and English at Grades A*-C or equivalent.	Accountancy/book-keeping qualification.	Q, A, I
2. Proven Ability	Experience of book-keeping and budgeting. Ability to collate and produce accurate, detailed, up to date financial records/statements	Experience of working in financial management within last 5 years Experience of oversight of property issues.	A, I
	Supervision of staff.	Experience of working with volunteers and volunteer organisations. Experience of working in a shared office space	A, I
	Understanding of compliance requirements for Health and Safety	Experience / knowledge of the Methodist Church and its systems of working	A, I
3. Special Knowledge & Skills	Able to use Microsoft Word, Power Point, and Excel. Able to communicate using email. Familiar with Charities Commission processes and requirements. Understanding of compliance issues for Health & Safety and GDPR	Working knowledge of financial software	I
4. Special Qualities or Aptitudes	Self motivated and able to organise effectively and work within set boundaries and deadlines.	Experience in change management	A, I

	Ability to communicate effectively in person and in writing		A, I
5. Any Other Requirements	A good understanding of the need for confidentiality in the role. Willing to accept the ethos of working in a charitable organisation.	Understanding of the Methodist Church and it's systems and processes	A, I
	Satisfactory Enhanced Disclosure from the Disclosure and Barring Service.		DBS application
	Able to travel to Churches and Manses across the Brighton and Hove Circuit		A, I

A – Application form; I – Interview; E – Exercise; Q – proof of qualification (certificates or transcripts)