



Wokingham Methodist Church/Berkshire Surrey Borders Circuit

Administrator and Bookkeeper

We are recruiting for a Church and Circuit Administrator to provide full administrative support to Wokingham Methodist Church and The Berkshire Surrey Borders Circuit. This key and varied role will report to the Minister in pastoral charge of Wokingham Methodist Church.

The role will encompass offering full administrative support to the Church and Circuit. This will include efficient running of the Church office, administrating lettings and invoicing, some site management, and bookkeeping for the church and circuit.

We are looking for an experienced administrator who understands our mission and the activities of the Methodist Church. You will need to show flexibility, good initiative and be comfortable working in a friendly team. Other desired experience and skills include:

- Competence with Microsoft Office applications to intermediate level (Word, Excel, PowerPoint, Outlook)
- Experience of having previously operated within an administrative role
- Experience in working with confidential data
- Bookkeeping skills and knowledge of Bookkeeping software (we use Xero)
- Competence with using Internet / Cloud based Technology
- Strong verbal and written communication skills
- Self-motivated and able to multi-task.

The post is full time (37.5 hours per week) Hourly rate: £11.80 per hour.

For further details and an application pack please contact office@wokinghammethodist.org.uk

Closing date for applications: Monday 13th November

Interviews to be held on Thursday 23rd November

Starting date: 2nd January 2024