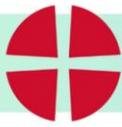




CANDIDATE INFORMATION PACK

Finance and Property Manager Castle Eden Methodist Circuit

Closes to applications: **Sunday 29th March 2026, Midday**



About our Circuit

We are proud to be part of the [Methodist Church of Great Britain](#)

“The calling of the Methodist Church is to respond to the gospel of God’s love in Christ and to live out its discipleship in worship and mission.”

Taken from the hymn by Charles Wesley StF658v2 the mission of the Castle Eden Methodist Circuit is **”to serve the present age our Calling to fulfil”**. Along with the wider Methodist Church, we will respond to the gospel of God’s law in Christ and live out our discipleship in worship and mission in an ever-changing world. We will do this through evangelism, learning and caring, service and worship and, where possible, do this in partnership with others

The Circuit is in the [Darlington Methodist District](#) and covers the NE Coastal area of Seaton Carew to Easington Colliery and inland to Coxhoe. Although the churches in the many pit villages have closed Methodist input continues to be requested for civic and other events in the various communities

By June 2026 worship will be held at Central Estate and joint with St George's URC in Hartlepool; alternate between Peterlee and Easington Colliery - a building now leased to Focus Easington operating as 'The Welcome Centre'; and at Milbank (Station Town). In addition Horden and Seaton Carew are leased and the former Westbourne now operates as six8nine a community facility with Christian input offered by the community missionary

The staffing of the circuit will be changing during 2026 as we change from 2 ordained ministers and a circuit administrator to one minister with an administrator and a finance and property manager. In addition there is a community missionary, five volunteer circuit stewards and a safeguarding officer who make up the leadership team

I look forward to receiving your application

Rev Beverly Hollings

Superintendent Minister

Castle Eden Methodist Circuit



Job description

Job title:	Finance and Property Manager
Employing body:	Castle Eden Methodist Circuit
Key relationships: (Internal)	Superintendent Minister Circuit Leadership Team (CLT) Church and Circuit Officers, Staff and Volunteers
Key relationships: (External)	Trustees for Methodist Church Purposes (TMCP) District and Connexional officers Circuit appointed solicitors, surveyors and estate agents Circuit appointed accountant and auditor Contractors, tradespeople, etc
Purpose of role:	To manage the Circuit's finances and property assets efficiently, legally and sustainably; enabling the Circuit to fulfil its mission.

PROPERTY

Ensure that the property portfolio of the Circuit and its Churches is maintained and managed well and that all processes relating to property are in-place, robust and up-to date

Manse/Property Care

- Ensure Circuit Manses (x2) are maintained/managed in line with Methodist requirements
- Ensure tenancy arrangements of Circuit leased properties (x3) are proactively managed

Compliance/safety

- Ensure all legal, statutory and regulatory checks across all Circuit properties are carried out efficiently and that any/all issues/concerns arising are remedied
- Ensure vacant Circuit properties are kept safe and secure and that they are maintained to a standard that ensures continued compliance with Methodist Insurance

Administrative/Compliance

- Ensure annual schedules are processed in a timely manner to satisfy Methodist Church requirements, liaising well with Property Stewards and Presbyters in Pastoral Charge
- Organise and manage the booking of quinquennial and manse inspections, maintaining records and forwarding/advising on reports to appropriate/relevant Circuit groups

Relationships

- During sales and leases, and as necessary in the wider context of the role, engage proactively with TMCP and work well with surveyors and solicitors
- Support Church property stewards to fulfil their roles
- Develop trusted professional relationships with church members and premises users
- Establish a list of contractors and tradespeople, monitoring regularly for value for money, work quality and business credentials (i.e., living wage employer, business ethics/values)

FINANCE

Financial Management/Reporting

- Manage and maintain accurate financial records including payment receipts and banking
- Perform regular bank reconciliations
- Make payments on approved invoices
- Prepare annual budgets, financial reports, and year-end accounts
- As asked, present clear financial reports/statements to both CLT and Circuit Meeting

Payroll/Pensions

- Ensure Minister stipends, staff salaries and expenses are correct and paid on time
- Update/liaise with payroll regarding pay increases
- Manage the NEST pension scheme
- Conduct any necessary verifications of payroll data

Church/Property Income

- Collect annual church assessments and quarterly payments in a timely manner
- Issue invoices to church hirers and tenants and ensure payments are received promptly
- Liaise with the TMCP regarding capital transfers
- Maintain up-to-date Circuit property insurance records

Advice/Compliance

- Provide support to Church Treasurers with budget preparation and Gift Aid claims
- Ensure financial activities comply with Methodist Church requirements and charity law
- Be the primary point of contact for finance related enquiries

OTHER REQUIREMENTS

- Undertake relevant administrative work appropriate to property and finance work (i.e., take/respond to phone calls and monitor emails, responding in a timely manner)
- Be an active and engaged member of the Circuit staff team
- Engage positively with Line Management
- Commit to work flexibly, to include some evening working
- Commit to embed and promote good practice with GDPR, data protection and safeguarding in line with Methodist Policy
- As requested by your Line Manager, undertake all other reasonable duties that support the evolving vision and mission of the Circuit

Applicants will need to demonstrate a respect for and an understanding of the ethos and values of the Methodist Church of Great Britain



Person specification

QUALIFICATIONS AND TRAINING

- Good understanding and use of written and spoken English (Essential)
- Recognised qualification in finance (Desirable)
- Recognised qualification in property and/or Health & Safety (Desirable)
- Membership of a relevant professional body (Desirable)

EXPERIENCE, KNOWLEDGE AND APTITUDES

Experienced in:

- A finance and/or a property management role (Essential)
- Strong IT, spreadsheet and database skills (Essential)
- Proficient in the use of Microsoft Office (Essential)
- Managing third-party contractors and suppliers (Essential)
- Implementing robust/appropriate systems/processes, if found to be absent (Essential)

Knowledge and understanding of:

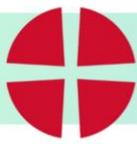
- The Charity Commission (Essential)
- TMCP (Desirable)
- Health & Safety legislation (Desirable)
- How to retain and process data and information safely and securely (Essential)

Qualities and Aptitudes:

- An active listener with excellent interpersonal skills (Essential)
- Able to prepare and present structured and informative reports (Essential)
- Able to develop trusted relationships with ordained and lay stakeholders (Essential)
- Able to identify opportunities to improve and streamline processes (Essential)
- Able to manage a fluctuating workload, adhering to targets and deadlines (Essential)
- Able to react and adapt positively to changing priorities and circumstances that meet the current and future needs of the Circuit and our church communities (Essential)

OTHER REQUIREMENTS

- Have a Christian faith (Desirable)
- Be aware of issues of equality, diversity and inclusion (Essential)
- Maintain a good understanding of the culture and values of the Circuit (Essential)



Additional information

GENERAL TERMS OF EMPLOYMENT

Working arrangement: Home working in agreement with your Line Manager
Able to travel freely and attend meetings across the Circuit as asked
Occasional evening working will be necessary

Rate of pay: £15 - £17 per hour depending on relevant experience

Hours: 10 per week (0.25FTE)

We are open to conversation around existing commitments and will consider requests for core working hours, or similar

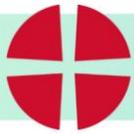
The nature of the post may, from time to time, require additional hours to be worked in agreement with your Line Manager, which will be paid at your standard hourly rate of pay

Benefits: Above statutory annual leave entitlement
Workplace pension scheme (optional)
Flexible working arrangements
Development and training opportunities

Responsible to: The Superintendent Minister

Responsible for: N/A

Anticipated start: Spring 2026



Application process

INFORMAL CONVERSATION:

If you have any questions, or if you would value an informal conversation before making an application, please contact [Rev Bev Hollings](#) by email at beverly.hollings@methodist.org.uk

WHAT YOU NEED TO SUBMIT:

A completed Methodist Church [application form](#)

WHERE TO SEND YOUR APPLICATION:

Submit applications by email to [Andrew Crawford](#) at hr@darlingtonmethodistdistrict.org.uk

TIMELINE FOR MAKING AN APPLICATION:

Applications will be received until Midday on Sunday 29th March and face-to-face interviews for those shortlisted will be held soon after at local Church premises

IMPORTANT INFORMATION:

Data Protection: The information you provide will be held in confidence and processed in line with our Privacy Policy. If successful in your application the information will be used to administer your employment. By making an application, we assume you agree to the processing of your data in line with our Privacy Policy

Equal Opportunities: We are committed to building a diverse and inclusive workplace. To help us monitor how we are doing and identify any barriers in our recruitment process, we invite applicants to complete the Equal Opportunities form found [here](#)

Adjustments: If you need adjustments making during the recruitment process please make us aware or provide us with any information that you feel relevant whilst we consider your application. We will be supportive in discussing reasonable adjustments at all stages

