



# SUPPORTING OUR COMMUNITIES TO THRIVE

Our Values: Positivity - Integrity - Excellence - Welcoming - Entrepreneurial

## FINANCE AND ADMINISTRATION OFFICER

You will be part of our finance team providing financial and administrative support across all operations of the Trust. Reporting to the Finance Manager you will join a dynamic and growing work force and organisation, dedicated to the wellbeing of our communities.

- Location:** Greenway Centre, Bristol BS10
- Salary:** £23,290—£26,228
- Contract type:** Permanent
- Hours:** 22—37 hours per week, negotiable . Part time and full time equally considered with possibility of working flexible hours including 9am-3pm
- Holiday:** 33 days annual leave (inclusive of Bank Holidays) pro rata
- Benefits:** Occupational pension, free membership to Greenway Gym and classes
- Contact:** For further information on Southmead Development Trust and how to apply please go to [www.southmead.org](http://www.southmead.org) or to arrange an informal chat contact Gemma Woolley  
email: [gemmawoolley@southmead.org](mailto:gemmawoolley@southmead.org), or telephone 0117 950 3335
- How to apply:** Using the person specification as a guide, please email a one page covering letter telling us why you'd like the role, and a CV to [gemmawoolley@southmead.org](mailto:gemmawoolley@southmead.org)
- Deadline:** 09:00am - Monday 21st February. Interviews are likely to be on 2nd and 3rd March

## About us

We're Southmead Development Trust, a charity made up of staff, volunteers and residents who work together to achieve our vision of a thriving community. We improve health, wellbeing, local pride, and employment. We bring business and investment to the area.

Our three sites – Greenway Centre, Southmead Youth Centre and Southmead Adventure Playground, are much-loved local venues that provide inspiring spaces for events, meetings, training and business. We run or host an exciting programme of events ranging from conferences and sporting events, to creative writing, dancing and pantomimes. Our customers join a fun, welcoming community and enjoy our large café and newly refurbished gym.

This year has seen our profile grow and our role in the community become more essential. We've coordinated a massive local response to the Pandemic and become a vaccine hub. Now we need to rebuild activities and events across our sites, bringing in new customers. This important role will help us make even more difference.

## About you

- You have experience of handling accounts, financial transactions, payroll, invoices and expenses.
- You would like to work in a team oriented environment, supporting multiple projects to do valuable community based work
- You are organised, can prioritise your own workload and work to deadlines
- You have experience developing and implementing finance policies and procedures, and communicating these to your colleagues
- You have excellent numeracy skills
- You are confident picking up new systems and software quickly
- You will embody our values of: Positivity - Integrity - Excellence - Welcoming - Entrepreneurial

**Southmead Development Trust, Greenway Centre, Doncaster Road, Bristol, BS10 5PY.**

**telephone: 0117 950 3335 email: [info@southmead.org](mailto:info@southmead.org) [www.southmead.org](http://www.southmead.org)**

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