



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:** £25,674 – £26,712
- 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:** To arrange an informal chat contact Gemma Tilston, email: gemmatilston@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 send it, along with your CV, to gemmawoolley@southmead.org
- Deadline:** 09:00am - Monday 3rd July. Interviews are likely to be the following week.

About us

We're the 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 sites – Greenway Centre and The Ranch (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 café and gym

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 www.southmead.org

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