

Vacancy: Finance and Resources Worker



Heeley Trust is a Community Anchor; a charity founded 25 years ago to deliver community regeneration in and around Heeley.

We are developing a diverse range of projects that includes:

- Heeley People’s Park - Transforming the landscape at the heart of our neighbourhood
- SUM Studios – an RIBA Award winning restoration of a derelict Grade II Listed Victorian School Building to create local Digital Maker’s workspace
- A Different Gear – A Social Enterprise Bike Shop, winner of Best Independent Bike Shop of the Year 2021 and promoting bike recycling and active travel across South Yorkshire.
- Heeley Community Hub – our community team deliver health, wellbeing and community work alongside our local GP Partners.

Today, our projects and our impact have grown, and we are planning our next 10-year campaign to restore the remaining derelict public buildings in our community to create an independent community economy.

At the heart of all our projects is our Core & Finance Team – it’s the engine room of our little ship and we need an experienced Finance and Resources Worker to join us.

Purpose of Job:

To assist the Finance Manager in keeping accurate, up to date financial information for Heeley Trust.

Ideally you will have experience of Xero or similar accounting software, you will complete finance and data management tasks with high accuracy and have attention to detail.

We offer a job with a purpose, a great team of colleagues and a secure happy place to work

Hours: 37.5 (will consider part time hours for a suitable candidate)

Salary: £20,722 (fte) – under review for increment in April 22

Please read the attached job description and person specification for more details on the role.

Application Forms are available from www.heeleytrust.org/jobs.php and should be sent to jobs@heeleydevtrust.com (deadline 10am Monday 21st February for Interviews on Monday 28th February)

Heeley Trust is a local employer and we are actively seeking to develop our team to fully represent the diversity of our community and where possible to find candidates who choose, or are willing to adopt, active travel options.