

## Who we are

The Selby Trust manages the Selby Centre, a large community hub based in a former secondary school, which brings together a rich mix of individuals and organisations, primarily from BME, refugee and other historically excluded Communities in Tottenham and the North London area and beyond.

At the Selby Centre, there are five services that we manage. These are:

- Community Development
- Community Economic Development
- Community Environmental Development
- Social Justice & Community Safety
- Community Facilities Management

The centre is home to over 100 diverse social action organisations delivery significant social impact to communities across the borough.

The Selby Trust and Haringey Council are working in partnership to re-develop the centre and the land around it to create a new 'Selby Urban Village.'

The project arises from a shared aspiration between Haringey Council and the Selby Trust, to deliver a community-focused mixed-use development on the Selby Centre and Bull Lane sites and is in the early stages.

The Selby Trust takes pride in its diverse staff and volunteers who facilitate projects in an inclusive and collective manner whilst cherishing different languages, celebrating food and cultures and helping engagement with the people in the community.

To sustain the Selby Centre as an asset of community benefit that enables people of many cultures to come forward as one community creating a place where they can move forward, fulfil their potential and make impactful changes.

Working with LB Haringey, local community and other stakeholders we will create an integrated, inclusive, healthy, sustainable, diverse, connected urban village.

The Selby Urban Village is an exciting time for us at the Trust, with recently a planning application submitted which includes:

- A New Community Centre: We're investing in a new Selby Centre Trust community building at the heart of the new village. This facility will support and empower our diverse communities, provide space for cultural celebrations, and foster opportunities for enterprise and innovation.
- Affordable Council Homes: Over 200 new homes for local families, along with commercial space for a small local shop.

- **New Sporting Facilities:** A 3G football and rugby pitch, two junior grass football pitches, a grass cricket pitch, cricket nets, two padel courts, a Multi-Use Games Area (MUGA), and a new sports changing pavilion with a clubhouse. The project could also include a new sports hall, if funding can be secured, which would replace the padel courts.
- **A New Bull Lane Park:** A new park featuring new paths, tree planting, a large children's play area, natural play areas throughout the park, an outdoor gym, and a cycle route.

## **About the role**

This position is responsible for handling supplier invoicing, payments, and reconciling supplier statements to ensure accuracy and compliance. The role also involves processing staff and volunteer expenses, conducting payment runs, and managing sales invoicing along with non-rental cash allocations.

Working with our Finance Manager, key responsibilities include assisting in monthly reconciliations of control and balance sheets, posting monthly journals, and maintaining the petty cash system. You will additionally be tasked with banking cheques, issuing customer refunds, and reconciling the purchase ledger while providing support for the sales ledger in QuickBooks.

## **Who we are looking for**

As the Finance Officer for the Selby Trust, you will play a pivotal role in maintaining the financial operations of the organisation.

A problem-solving mindset is essential as this role requires addressing supplier queries and working on ad-hoc financial projects. This position contributes significantly to maintaining financial accuracy and efficiency within the organization.