

Office & Finance Administrator

Part-time, 15-16 hours per week

£24k pro rata



The CHEESE Project CIC has big ambitions, with our primary purpose of helping our customers to keep warm, save money and save the planet. We pride ourselves on offering a unique thermal imaging service, enabling householders to make cost effective changes to their homes, in turn reducing their energy use and costs, as well as making their homes feel more comfortable.

The success of the CHEESE Project is down to its people, and we are looking for a talented person to join our growing team. You'll be working in a supportive environment where we encourage our staff to develop alongside the business.

In return, we are looking for an experienced, well organised Office and Finance Administrator with a passion for making a difference to people's lives. While working closely with the Business Manager, the successful candidate will be working independently as well as part of our wider team of surveyors and trainers, The working hours are 15 or 16hpw, depending on the needs of the candidate. The role requires a mix of remote working and being based at the Future Leap Hub in Gloucester Road, mostly on Mondays, when we come together as a team.

To apply, please email your covering letter and CV to Iris Partridge businessmanagercheese@first-thermal.co.uk. In your covering letter, you should detail your skills and abilities with reference to the person specification. Please submit your application by Sunday, Dec 11th, 2022, at 8pm.

Shortlisting will be completed by Dec 13th and interviews will take place on Fri, Dec 16th, 2022.

If you'd like further information about the job, please email businessmanagercheese@first-thermal.co.uk, or call Iris Partridge on 07393 941 960.