

## Vacancy: Administration and Finance Officer



**CLOSING DATE**  
5<sup>TH</sup> January 2025

<b>Responsible to</b>	Regional Lead Officer
<b>Responsible for</b>	N/A
<b>Key relationships</b>	TPWM staff, TPW, Black and racially minoritised voluntary and community organisations (BRMVCOs), funders and commissioners, local communities.
<b>Job purpose</b>	To provide administrative and financial support to ensure the smooth and efficient running of TPWM's base, systems and staff team.
<b>Location</b>	SAHAUK offices, Leicester with some remote working
<b>Salary</b>	£33,100 gross
<b>Hours of work</b>	37 hours per week
<b>Contract</b>	Fixed term six-month contract (with potential for extension subject to further funding)
<b>Annual leave</b>	28 days (pro rata) + 4 days bank holidays
<b>Pension</b>	5% employer pension contribution on eligible earnings

Thank you for applying, if you have any questions or suggestions, please send application to before 5<sup>th</sup> January 2026 [support@sahauk.org](mailto:support@sahauk.org) / **07940 516 666**

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### ABOUT SAHA

South Asian Health Action UK (SAHAUK) is a charitable, health-focused community development organisation that empowers South Asian communities across the UK to live healthier and more connected lives and to ensure that no one faces their health challenges alone.

SAHAUK functions also as the Regional Lead Body (RLB) for the East Midlands chapter of The Phoenix Way (TPW) operating as The Phoenix Way Midlands (TPWM). TPW is a national movement that works with its regional partners and other stakeholders to ‘...address the structural barriers and inequalities communities of colour face and to help to develop a pioneering model that can be replicated to ensure that communities facing poverty, exclusion and discrimination have a say in decisions that impact their lives; put communities in the lead to ensure no community is left behind’<sup>[1]</sup>.

As the RLB for the Midlands TPWM aims to support, strengthen and build the capacity of the Black and racially minoritised voluntary and community sector (BRMVCS) and ensure that it gets a fair and proportionate access to funding, commissioning, investment and philanthropic opportunities in the region. As well as working directly with the BRMVCS, TPWM will engage in critical dialogue with mainstream institutions in the Midlands to work towards more anti-racist, racially just funding, commissioning, investment and philanthropic systems, structures and processes.

## ABOUT THE ROLE

This is a new role which provides an exciting opportunity for the right applicant to play a key role in ensuring the smooth and efficient running of TPWM's office base and its administrative and financial systems.

## MAIN DUTIES AND RESPONSIBILITIES

**Office systems:** To set up and maintain the office systems necessary for the smooth running of TPWM.

**Financial systems:** To set up the systems and processes necessary for the efficient management and accounting of TPWM's finances including bookkeeping, receipts, payments and adjustments.

**Financial accounting and auditing:** To coordinate the submission of annual financial returns and documentation to relevant authorities such as HMRC and ensure that they are properly vetted and signed off.

**Project monitoring systems:** To support the Regional Lead Officer in establishing an effective system for monitoring and reporting on TPWM's activities, internally to SAHAUK's Board and externally to TPW and other funders.

**Administrative support:** To provide administrative advice and support to TPWM's team in organising and running events, workshops and meetings.

**Board meetings:** To schedule SAHAUK Board meetings and take responsibility for coordinating the circulation of relevant papers and reports, minute taking and follow up any pending actions.

**Office reception:** To respond to in-person, telephone and email enquiries and redirect these to the relevant TPWM worker(s) if necessary.

**Office management:** To coordinate and manage TPWM's office including IT equipment, meeting room(s), stationary supplies and other sundries.

## ABOUT THE ROLE

### PERSON SPECIFICATION

	Specification	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>A degree, diploma or professional qualification in office administration and finance or equivalent knowledge, skills and experience.</li> </ul>	*	
<b>Experience</b>	1. At least 5 years' experience in a similar role.	*	
	2. Proven track-record in customer services within a diverse multiracial environment.	*	
	3. Working in a BRMVCO and/or anti-racist project.		*
<b>Skills and competencies</b>	1. Be self-motivated, able to work under pressure and be adaptable to flexible working.	*	
	2. Ability to work on own initiative with limited supervision, as well as part of a team.	*	
	3. Proficiency in filing and paper management, including the ability to manage business correspondence and handle confidential information.	*	
	4. Excellent time management skills and ability to meet deadlines and targets.	*	
	5. Excellent problem-solving skills and an aptitude for supporting and helping team members.	*	
	6. Excellent English literacy and numeracy skills.	*	
	7. Excellent interpersonal skills and ability to communicate with different stakeholders on 1:1 basis as well as in groups.	*	
	8. Competent report writing skills.	*	
	9. Competent use of IT, including Microsoft Office.	*	
<b>Other requirements</b>	1. Must have valid permits to work in the UK.	*	
	2. A commitment to and working understanding of anti-racist, equality, diversity and inclusion practices.	*	
	3. Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010.	*	
	4. Occasional evening and weekend work may be required	*	



South  
Asian  
Health  
Action  
Making better  
health choices



# Application Form

Position applied for:

TITLE

FIRST NAME

MIDDLE NAME

SURNAME

ADDRESS

POSTCODE

EMAIL:

CONTACT NO:

**ARE YOU ELIGIBLE TO WORK IN THE UK?**

(Yes/No)

YES ☐ NO ☐

**DO YOU REQUIRE A WORK VISA?**

(Yes/No)

YES ☐ NO ☐

**DO YOU HOLD A FULL UK DRIVING LICENCE?**

(Yes/No)

YES ☐ NO ☐

## EDUCATION AND QUALIFICATIONS

INSTITUTION:

QUALIFICATION

DATES ATTENDED

FROM

TO

INSTITUTION:

QUALIFICATION

DATES ATTENDED

FROM

TO

INSTITUTION:

QUALIFICATION

DATES ATTENDED

FROM

TO

INSTITUTION:

QUALIFICATION

DATES ATTENDED

FROM

TO

## EMPLOYMENT HISTORY

### PRESENT EMPLOYMENT

EMPLOYER'S NAME & TITLE

JOB TITLE

ADDRESS

POSTCODE

DATES OF EMPLOYMENT

REASON FOR WANTING TO LEAVE

### PREVIOUS EMPLOYMENT 1

EMPLOYER'S NAME & TITLE

JOB TITLE

ADDRESS

POSTCODE

DATES OF EMPLOYMENT

REASON FOR WANTING TO LEAVE

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## EMPLOYMENT HISTORY

PREVIOUS EMPLOYMENT 2

EMPLOYER'S NAME & TITLE

JOB TITLE

ADDRESS

POSTCODE

DATES OF EMPLOYMENT

REASON FOR WANTING TO LEAVE

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## SUPPORTING STATEMENT

PLEASE TELL US WHY YOU HAVE APPLIED FOR THIS JOB.

DESCRIBE YOUR EXPERIENCE AND SKILLS THAT ARE RELEVANT TO THIS POST.

YOU MAY INCLUDE A PERSONAL STATEMENT TO HIGHLIGHT YOUR RELEVANT EXPERIENCE, ALIGN YOUR SKILLS WITH THE ROLE, AND DEMONSTRATE YOUR ABILITIES.



## **INTERVIEW ARRANGEMENTS AND AVAILABILITY**

**IF YOU HAVE A DISABILITY, PLEASE TELL US IF THERE ARE ANY REASONABLE ADJUSTMENTS WE CAN MAKE TO HELP YOU IN YOUR APPLICATION OR WITH OUR RECRUITMENT PROCESS.**

**ARE THERE ANY DATES WHEN YOU WILL NOT BE AVAILABLE FOR INTERVIEW?**

**WHAT PERIOD OF NOTICE DO YOU HAVE TO GIVE AND WHEN WOULD YOU BE ABLE TO START?**

## REFERENCES

Please give the names and contact details of two people with whom you have worked and who are able to give you a reference. We may ask them before an employment offer is made. We will not ask your current employer until we get your permission.

### REFEREE 1

### REFEREE 2

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