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Sheffield Association for the Voluntary Teaching of English
Creating community through conversation
savte.org.uk
Registered Charity No. 1081597
Company No. 3865216

Job Title	Finance and Operations Assistant
Salary Band	£23,132 (pro-rata)*
Grade	E
Hours	15 hours per week (Monday to Thursday)
Reporting to	Finance and Operations Manager
Work base	SAVTE Offices / Hybrid
Date of issue	29/06/2026
Closing Date	27/07/2026
Interviews	Tuesday 04/08/2026
Additional Information	All applicants will need to complete a SAVTE application form to be considered for the position. Please send all completed application forms to SAVTE@SAVTE.org.uk

**Pro-rata: means in proportion to the number of hours worked.*

Job Description

Main Purpose of the Role

To support the Finance and Operations Manager in the day-to-day running of SAVTE. The Assistant will focus on accurate data entry, processing financial transactions, managing office supplies, and providing general administrative support to the staff and volunteer teams.

Key Responsibilities

1. Finance Support

- **Data Entry:** Enter invoices, receipts, and staff expenses into QuickBooks.
- **Accounts Payable:** Maintain purchase orders and prepare invoices for the Manager to approve for payment.
- **Reconciliations:** Prepare accounts for the Finance and Operations Manager to reconcile at the end of every month.
- **Credit Control:** Alert the Finance and Operations Manager of any reminders to be sent to creditors.

2. Office & Facilities Support

- **Supplies Management:** Monitor stationery, kitchen, and office supply levels and place orders within the agreed budget and approved purchase orders.
- **Front-of-House:** During holidays or as required, act as the first point of contact for general phone and email enquiries, redirecting them to the correct team member.
- **Equipment Maintenance:** Log IT or facility repair needs and coordinate with the Finance and Operations Manager to investigate or contact contractors.
- **Post:** Manage incoming and outgoing mail and deliveries.
- **Taking part in general housekeeping duties** to help maintain a clean, organised, and friendly office environment.

3. Human Resources & Administration

- **Recruitment:** Support the CEO and the Finance & Operations Manager during recruitment processes.
- **Inductions:** Support the admin and the Finance & Operations Manager in induction packs and equipment for new staff.
- **Meetings:** Book meeting rooms and provide administrative support for team and board meetings, i.e refreshments, photocopying, and room setup.

4. Communications & Data

- **Database:** Support the organisation's data entry needs on the database.



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- **Filing:** Ensure all financial and organisational records are filed correctly in line with GDPR and archiving policies.
- **Contracts:** Support in completing contract requirements such as collating data, supporting enrolment sessions, online registers and submission of paperwork.

ADDITIONAL INFORMATION FOR THIS POST

- **Normal hours of work** are 15 hours per week, with working days as agreed. Days and times of work are flexible by agreement, to meet the needs of the organisation, and to support employees to maintain a good work-life balance. Some additional hours may be required from time to time, which could include evenings and weekends. This will be agreed with your manager, and the equivalent time can be taken in lieu at a mutually agreed time.
- **Working Days:** SAVTE is open Monday to Friday - some evenings and weekend work will be required, for which TOIL can be taken
- **Annual Leave:** 28 days + 8 bank holidays + 3 Well-being days over the Christmas period. (pro-rata) *
- **Pension:** SAVTE has a workplace pension scheme
- **Probation:** this role is subject to a 3-month probation period, during which time the employee is expected to work 100% office based.
- **Period of Notice:** 1 calendar month on either side

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Person Specification

When we shortlist applications for this role, we will look for evidence for each of these criteria. **It is therefore really important that, when completing the form, you provide a response to each criterion and, where relevant, an example.**

You can use examples from paid or unpaid/voluntary work.

Qualifications and Experience	Shortlisting Criteria: Essential (E) Desirable (D)
1 year + experience working in an office admin role	E
Level 1 or above in bookkeeping or experience in a finance role	D
Experience in a public-facing role	D
Experience of working alongside volunteers and speakers of other languages	D
Knowledge and Skills	
IT Skills working across Google/Microsoft/CRM Systems	E
Experience of using QuickBooks	D
Strong organisational and numeracy skills with excellent attention to detail and accuracy.	E
Good written and spoken English	E
Ability to set up and maintain information databases and produce reports.	D
Awareness or lived experience of the barriers faced by people whose first language is not English	D
Personal Qualities	
Ability to work flexibly and enthusiastically within a team and motivation to work on own initiative, taking responsibility for own performance	E
Knowledge of and commitment to equity, diversity and inclusion, and values that SAVTE promotes.	E



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• Commitment to maintaining security in compliance with safeguarding and data protection requirements.	E
Personal Circumstances	
• Flexibility to work occasional weekends and evenings for specific events or activities, such as volunteer training or meetings.	E
• Flexibility to work from home, in the office or in community settings.	E
• Ability to travel to different locations in Sheffield, either using own car, bike or public transport.	D

SAVTE

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