



promoting equality in housing  
hybu cydraddoldeb ym maes tai

# RECRUITMENT PACK

## Finance & Administration Officer

**Location:** Remote working and travel to Cardiff office

**Closing date:** 9 February 2026 (10am)

**Interview:** 25 February 2026

We will be hosting an Open Webinar at 12pm on 2 February for anyone who would like to meet some of the team, hear more about the role, and ask any questions.

Book via this link: [Open Webinar](#)

# Contents

<u>Welcome</u>	<b>3</b>
<u>About Us</u>	<b>4</b>
<u>Why work for Tai Pawb?</u>	<b>5</b>
<u>Job Description</u>	<b>6</b>
<u>Person Specification</u>	<b>9</b>
<u>Next steps</u>	<b>10</b>
<u>Selection Process</u>	<b>11</b>
<u>Use of AI</u>	<b>12</b>

# Welcome

Thank you for your interest in the **Finance & Administration Officer** role – an opportunity to play an important role in supporting the work of Tai Pawb.



At Tai Pawb, we are Wales's leading organisation championing equality and diversity in housing. We imagine a Wales where everyone has the right to a good home and work with our members and the wider housing sector to embed equality, diversity, and inclusion (EDI) into everything they do. We also influence policymakers to drive meaningful change. Your paragraph text

This is an **exciting** time to join us as we enter the final year of our current five-year strategy and begin shaping a new one, with input from staff and stakeholders.

For this role, delivering **high-quality** finance and administrative functions, ensuring the **smooth running** of office operations, and maintaining **accurate records**, combined with the **right values** and a demonstrable **commitment to EDI**, is what matters most.

The Finance & Administration Officer role is **varied**, involving financial administration, bookkeeping, office administration, and administrative support for Tai Pawb events, training, and consultancy. It is **fast paced**, requiring the ability to balance **competing priorities** while maintaining **accuracy, attention to detail**, and a **proactive** approach.

If you're unsure whether to apply or have any questions about the interview process, join us for a **30-minute webinar** on **2 February 2026** at midday ([book here](#)) to learn more about the role and Tai Pawb, and to ask any questions you may have. If you're unable to attend, feel free to get in touch directly on **02922 788944** or [vicki@taipawb.org](mailto:vicki@taipawb.org)

At Tai Pawb, we have ambitious plans for the future and need **great people** to help us achieve them. As a small, dynamic organisation, working with us means:

- Gaining varied experience and expanding your networks
- Seeing the direct impact of our work
- Influencing our direction with quick decision-making
- Benefiting from our trailblazing 4-Day Week -100% of the work, in 80% of the time, for 100% pay

This is a fantastic opportunity to apply your skills, develop your potential, and be part of a team that truly makes a difference.

I look forward to receiving your application!

**Vicki Foley**

**Head of Membership & Partnerships**



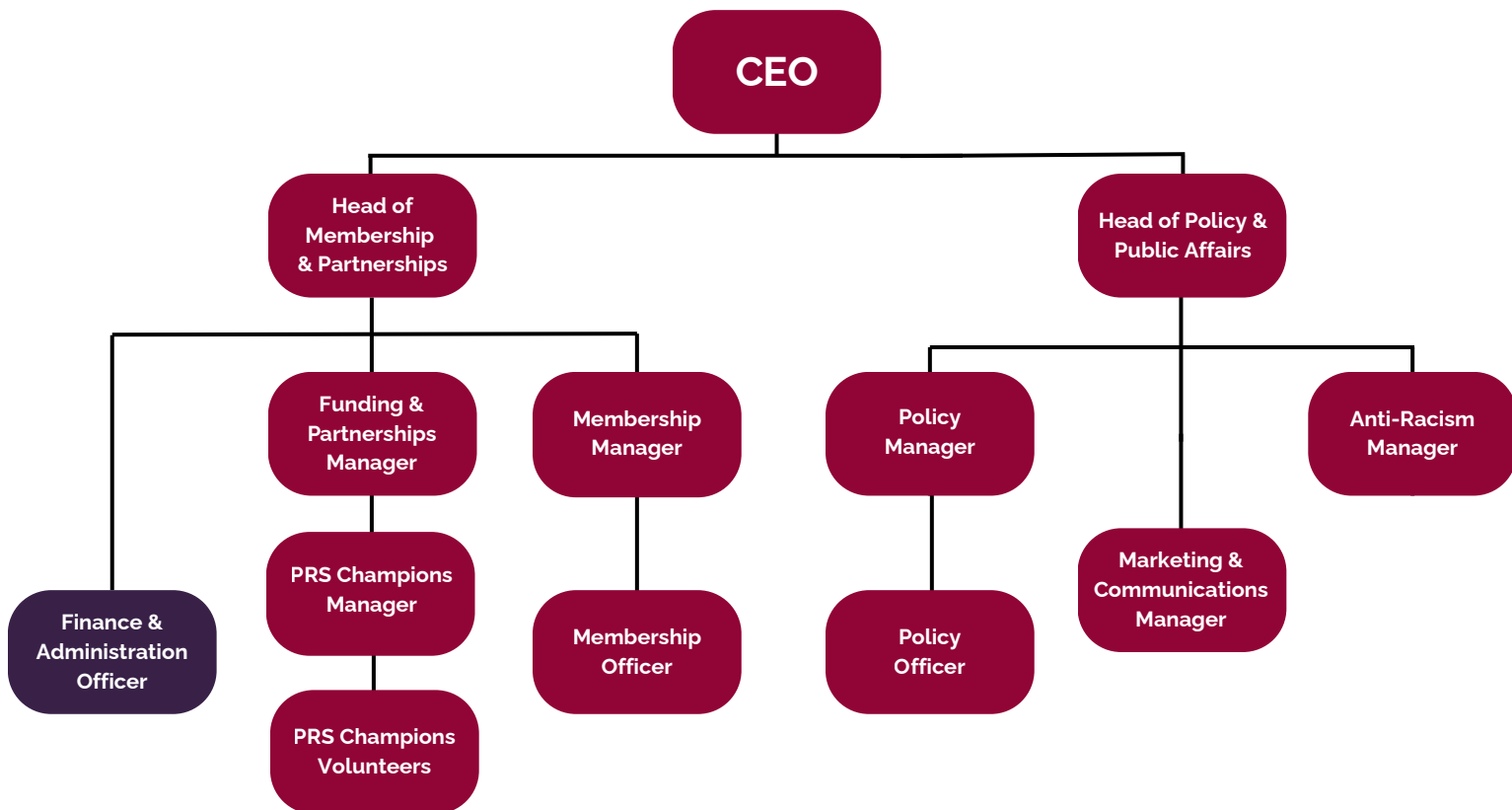
# About Us

## Who We Are



Tai Pawb is the leading national organisation promoting equality and diversity in housing. Our vision is Wales where everyone has the right to a good home. We support and work with our members to help them put ideas into practice, we influence policy makers to make housing policy fair and we are the thought leaders on equality, diversity and human rights issues for the housing sector and beyond.

## Our Team



# Why work at Tai Pawb?

## Benefits



### **SALARY**

We offer a competitive salary. This is benchmarked regularly against industry standards.



### **PENSION**

A defined contribution pension scheme. Tai Pawb will contribute 5% to your pension.



### **4 DAY WORKING WEEK**

Benefiting from our trailblazing 4-Day Week

Based on a principle of delivering 100% of the work, in 80% of the time, for 100% of salary

(it doesn't mean compressed hours or pro rata pay) [read more here](#)



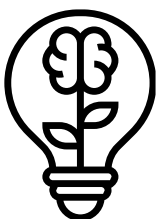
### **FLEXIBLE WORKING**

The successful candidate's main base of work will be at home. We have an office base in Cardiff that can be used throughout the week according to staff members' needs. There's an expectation that you will meet at regular intervals with your line manager to discuss project work.



### **LEAVE**

Staff are entitled to 23 days of annual leave and 8 Bank Holidays. We also offer good maternity, paternity, adoption and shared parental pay.



### **SHAPE THE ORGANISATION AND OUR WORK**

Joining Tai Pawb gives you the chance to help shape our work as well as our responses to opportunities and challenges in the housing and equalities sector. We are a genuinely collegiate and collaborative organisation that values staff input and experience.

# Job Description

<b>Post:</b>	<b>Finance &amp; Administration Officer</b>
<b>Responsible to:</b>	Head of Membership & Partnerships
<b>Salary:</b>	£15,000 per annum for 21 hours per week (full-time equivalent £25,000)
<b>Hours:</b>	Part-time: 21 hours per week Option to join our 4-day week scheme: work 80% of contracted hours for 100% salary, with 100% outcomes Hours are worked between Monday and Thursday (no expectation to work every day) We welcome flexible working requests and are open to different working patterns within these days
<b>Contract:</b>	Permanent
<b>Location:</b>	Remote working Bookable office desks and rooms in Cardiff office Reasonable adjustments for the successful person if required.
<b>Travel:</b>	Remote working, with occasional travel (monthly Cardiff office meetings; occasional events) Reasonable adjustments for the successful person if required.
<b>Key Relationships:</b>	Internal colleagues, Board members, members and other stakeholders, associates, external partners.

## Purpose of the post

The Finance & Administration Officer plays an important role in supporting the smooth running and financial health of Tai Pawb. Working closely with the CEO and Head of Membership & Partnerships, you will provide day-to-day financial and administrative support that helps the organisation operate effectively and deliver its work. This role is well suited to someone who enjoys working with numbers, systems and people. You'll be organised, detail-focused and proactive, with the ability to build trusted working relationships with colleagues and external partners.

# Job Description

## What you'll be responsible for:

In this role, you will support a range of finance, administration and governance activities, including:

- Providing day-to-day financial support, including bookkeeping, coding expenses, raising and processing invoices, co-ordinating and processing payroll, and keeping financial records accurate and up to date
- Supporting general office administration and systems, including ordering supplies, maintaining records, and assisting with health and safety and HR processes
- Providing administrative support for events, training, consultancy activity and meetings
- Supporting governance processes, including organising and minuting quarterly board meetings, assisting with the annual financial audit, and helping maintain oversight of financial and health and safety policies
- Liaising with colleagues and external providers such as IT support, accountants, auditors and legal advisers

# Job Description

## Key Duties

### Finance

- Process supplier payments, staff expenses, and invoices
- Co-ordinate monthly payroll, working with the external payroll provider and responding to payroll-related queries
- Maintain accurate bookkeeping and financial records (digital and manual)
- Issue invoices and follow up with debtors to ensure timely income
- Assist with budget monitoring, financial forecasting, and reporting
- Liaise with external accountants, funders, and auditors and support financial audit
- Ensure financial and legal returns are completed and submitted to regulators on time
- Undertake regular bank reconciliation

### Office Administration

- Maintain office space, supplies, and equipment
- Support HR processes including recruitment, onboarding, and leave tracking
- Support health & safety compliance
- Maintain and procure contracts, reviewing supplier cost-effectiveness regularly
- Coordinate meetings, travel, and logistics

### Events & Projects

- Support administration for events, training, and consultancy
- Prepare materials, manage bookings, and provide financial support for colleagues and associates

### General Administration

- Act as first point of contact for incoming calls and queries, responding or redirecting as appropriate
- Support the board, including minute-taking and meeting preparation
- Maintain records, databases, and asset registers
- Undertake other duties as required



# Person Specification

## Essential

### **Knowledge & Experience**

- A-level (or equivalent) in Maths and English
- Experience with Microsoft Word, Excel, Sage Line 50 (or similar), and manual financial records
- Office administration experience, including record-keeping, filing, and bookkeeping
- Experience handling confidential information
- Experience handling confidential information

### **Skills & competencies**

- Excellent organisational skills and ability to manage multiple priorities
- Ability to maintain accurate financial and administrative records
- Strong interpersonal and customer service skills
- Flexible, adaptable, and proactive approach to problem-solving
- Confidence managing financial tasks such as invoicing, supplier payments, and chasing debtors
- Commitment to equality, diversity, and inclusion

## Desirable

### **Knowledge & Experience**

- Experience of minute-taking
- Ability to communicate in Welsh

### **Desirable**

### **Skills & competencies**

- Experience with CRMs
- Strong written and verbal communication skills
- Comfortable working remotely and managing workload with limited supervision

# Next Steps

To apply for this position, **please send application form and the equalities monitoring form to [dan@taipawb.org](mailto:dan@taipawb.org) by 9 February 2026 (10am)**

*Please note, we do not accept CVs as applications. You must complete our application form, and return it in Word format (if you have any trouble sending it in Word format, please email us: [info@taipawb.org](mailto:info@taipawb.org)).*

To book onto our Open Webinar to meet some of the team, hear more about the role, and ask any questions, you can find the booking instructions here: **[Open Webinar](#)**

Tai Pawb is committed to creating a diverse and inclusive environment. We actively encourage applications from individuals of all backgrounds.

If you require any reasonable adjustments, please specify this in the section provided on the application form. We will contact you to discuss this if you are shortlisted.

Please note that, due to capacity, we are unable to provide individual feedback on applications. If you have not heard from us by 12 February 2026, you have not been shortlisted.



# Selection Process

Dates for each stage of the process are provided on the first page.

## Application:

Please submit your application and equality monitoring form by the stated closing date, as we are unable to accept late applications.

Take your time when preparing your application and supporting statement to ensure it reflects your skills and experience against **all** the essential and desirable criteria. Shortlisting will be based on this information.

## Individual Interview:

If shortlisted, we'll invite you for an Individual Interview. This is your opportunity to go deeper into your experience and show how you're a great fit for the role.

There will be a short written task, an opportunity to meet the team and questions will be provided in advance.



# Use of AI

## Use of AI in Applications and Interviews

At Tai Pawb, we value **authenticity** and **lived experience**. We know every applicant brings unique insights, and we want to hear about those in your own words.

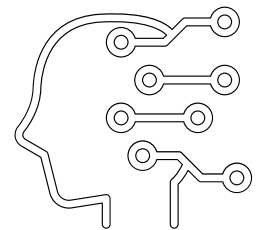
While we understand that AI tools can help with structuring ideas or preparing for interviews, we encourage you to avoid relying too heavily on them to write your application. If you do use AI, please treat its suggestions as a starting point - not a finished product - and ensure everything you submit genuinely reflects your own experience.

If you progress to interview, **you're welcome to use AI to:**

- Research sector trends or Tai Pawb's work.
- Practice interview questions or improve your communication.
- Organise your thoughts and responses.

**Please don't:**

- Submit AI-generated answers as your own.
- Use AI to misrepresent your experience or skills.
- Use AI tools during live interviews.



We're interested in **your voice, your values**, and **your perspective** - so let them shine through.

**We're excited to hear from you and  
welcome a new member to our team!**



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