



OFFICE MANAGER

Full-Time Position

35 hours per week

Salary : £28,000

Southall Community Alliance is a charity working in Southall that is looking to recruit an experienced, full-time Office Manager to deal with administrative and finance matters.

We are looking for someone who is passionate about working in Southall with its diverse communities and can act as the first point of contact for SCA. Their duties include managing the office budget, dealing with staff issues and establishing and maintaining policies and procedures. Our Office Manager will be the person who keeps our office running smoothly while also enabling fellow employees to succeed in their roles.

The application pack can be downloaded from our website :
www.southallcommunityalliance.com

or alternatively requested from us at **manager@southallcommunityalliance.com**

Closing date : Thursday 14th November – ONLY completed application forms will be accepted. CV's are not accepted

Interview date : w/c 25th November 2024

This post is subject to a 3 month probation period, an enhanced DBS check and satisfactory references.

Southall Community Alliance is an equal opportunities employer and we welcome applications from people of all backgrounds.