



Job Title: Finance Administration Assistant  
Salary: National Minimum Wage  
Hours: 25 hours per week  
Location: Leeds

**CANDIDATES MUST BE ELIGIBLE FOR THE KICKSTART SCHEME, PLEASE TALK TO YOUR DWP WORK COACH**

#### Company description

Turning Lives Around is an organisation with a 40-year history and a strong track record of providing support. Our staff are talented and dedicated to helping people aspire to and reach their fullest potential. TLA works with people who have a history of drug and drink abuse, ex-convicts and those who have been abused and are either homeless or facing homelessness, single or families.

But preventing and solving homelessness is more than just a roof over someone's head. TLA supports people marginalised in society to get back on their feet and lead independent lives.

#### Duties and responsibilities of the post

The role will involve supporting the team with:

- Scanning and filing;
- Control of job sheets;
- Account reconciliations;
- The preparation and distribution of sales invoices;
- Assisting in Sales Ledger management;
- Dealing with invoicing queries; and,
- Performing other clerical duties, including, but not limited to, mailing and filing.

#### Skills/ Experience

- The ability to communicate clearly with colleagues and external agencies.
- Have good literacy and numeric levels – GCSE level 5 (old Grade C) or above.
- Be able to talk to people confidently on the telephone.
- good organisational skills
- able to work on your own initiative
- Ability to work positively and effectively in a team.
- You will need to be computer literate with practical experience in using spreadsheets (Excel) as well as Outlook and Word.

This is a Kickstart position for 6 months duration and is not a guaranteed full-time job.

Eligibility criteria will apply. You will receive job training and additional support from Leeds City Council Employer and Skills officer. If you are interested in this position, you can contact your work coach to [apply](#) or visit our website [www.turninglivesaround.co.uk](http://www.turninglivesaround.co.uk) to download application form alternatively, call 0113 276 0616 or email [jobs@turninglivesaround.co.uk](mailto:jobs@turninglivesaround.co.uk)

Commented [Jack Judd1]: