



JOB DESCRIPTION

OFFICE / FINANCE ASSISTANT, CENTRAL SERVICES

HOURS:	37 hours per week
SALARY:	£30,562.48
RESPONSIBLE TO:	The Finance Director
LOCATION:	Leeds, LS12

PURPOSE OF THE POST

To manage general office duties to ensure company processes run smoothly. To be an integral part of the finance team in the maintenance of the financial records. To assist in the management of the sales ledger of a subsidiary company.

RESPONSIBILITIES OF THE POST

- Assist with the answering and dealing with incoming calls and direct those calls to the appropriate member of staff
- Responsible for petty cash reimbursements
- Cheque requisitions
- Monthly Imprest sheet checks
- Scanning and filing
- Processing purchase invoices
- To be responsible for control of job sheets
- The preparation and distribution of sales invoices
- To be an integral part of credit control and debtor management
- Interacting with the organisations management
- Dealing with invoicing queries
- Performing other clerical duties, including, but not limited to, mailing and filing
- To undertake any other duties commensurate with the post as agreed with the Finance Director

To comply with and work within TLA policies and procedures.

To actively support and promote TLA's policy on Equal Opportunities and Diversity and to work in an anti-oppressive manner.

RELATIONSHIPS

The post holder will be expected to work as part of a team maintaining a close working relationship with other colleagues and external agencies.

PHYSICAL CONDITIONS

The post holder will be based at Central Services

QUALIFICATIONS

Relevant accounting qualifications

ECONOMIC CONDITIONS

Annual leave entitlement in a full year will be 25 days, rising to 30 days after 2 years. The successful applicant will also be entitled to 8 public holidays

There is a 6-month probationary period, and continued employment is subject to satisfactory performance during these initial months of employment.

SPECIAL REQUIREMENTS

TLA requires applicants to disclose all criminal convictions and cautions; no matter how long ago they occurred and regardless of whether the offences were committed as a juvenile or adult. The organisation undertakes an Enhanced Disclosure and Barring Service (DBS formerly CRB) check for all successful candidates and a confirmed offer of employment is dependent upon a satisfactory response from the DBS.

DESIRABLE REQUIREMENTS EXPERIENCE

- At least 3 years' experience in the accounting field

SKILLS

- The ability to communicate clearly with colleagues and external agencies
- To have good literacy and numeric levels
- To have good telephone skills
- To have good organisational skills
- To be able to work on your own initiative
- The ability to work positively and effectively in a team
- Computer literate with practical experience of using spreadsheets
- Microsoft Office, Word and Excel