



Finance Assistant

37 hour contract

The salary for this post is £16,257

We are looking for a dynamic and motivated individual to join our existing team. You will provide finance related administrative support to the Finance Controller, undertaking tasks such as data entry of purchase invoices, book keeping, account reconciliations and spreadsheet analysis of finance related information.

A knowledge of finance related procedures is desirable, as well as the ability to work in a fast paced environment.

Aspire is an equal opportunity employer and welcomes applications from all sections of the community.

For an informal discussion please contact:

Tish Butler on:

☎ 0113 3781925

Application forms and a job description can be found on our website:

<http://www.aspirecbs.org.uk/aspire-careers-and-volunteers>

If you are interested in applying please submit an application form to: Marc Barnes

By email: info@aspirecbs.org.uk

By post / hand delivery

Aspire Community Benefit Society

Unit 2 Westfield Chambers

Lower Wortley Road

Leeds LS12 4PX

The closing date for applications is 2nd June 2017