



Finance Assistant (Female*), Leeds Full-time (35 hours per week) Salary £24,720 p.a (FTE)

It's all about making a difference.

Imagine being able to go home after work knowing everything you have done and will be doing is having a positive impact on someone. Are you the woman we are looking for who enjoys your work and wants to contribute to something bigger?

Leeds Women's Aid (LWA) is the largest women's charitable organisation in Leeds and provides services for victims of domestic abuse, honour-based violence, forced marriage, stalking and harassment and is the lead agency for two consortia, Leeds Domestic Violence Service and Women's Lives Leeds.

We have a small finance team of three that cover all the financial requirements for the charity, making this an interesting and busy role.

LWA are looking for a talented and dynamic Finance Assistant to join the team on a full-time basis, based at our offices on the outskirts of Leeds. You will be required to be in the office a minimum of three days a week to meet the requirements of the role.

You will ideally have the following experience:

- Sales and purchase ledger
- Dealing with bank payments and reconciliations
- Managing supplier accounts
- Finance Admin Tasks

The closing date is **9 AM on Monday 12 August 2024**; interviews will be held week commencing 19th August 2024.

LWA is fully committed to the principles of equality of opportunity and applications are welcome from all sections of the community. LWA is a diverse and inclusive organisation, however we would particularly welcome applications from women from Black, Asian or Minoritized Ethnic communities, who are currently underrepresented at senior levels.

LWA is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects all staff to share this commitment. An enhanced DBS disclosure will be required before taking up this position.

* Posts are open to women only (Exempt under the Equality Act 2010 Schedule 9, Part 1)

For further information and to apply please download a pack from our website:
<https://leedswomensaid.co.uk/join-our-team/>

Completed applications should be sent to: recruitment@leedswomensaid.org.uk
For an informal chat please contact JenA@leedswomensaid.org.uk to arrange.

