



Finance Administrative Assistant

* £9.18 per hour

(*Excludes holiday pay)

Swarthmore Education Centre is looking for a part-time Finance Administrative Assistant to provide support during busy periods and at other times as needed

We are looking for a motivated, enthusiastic individual who will enjoy interacting with people of all ages in our busy Centre. A high standard of numeracy, accuracy and attention to detail is essential

This role does not have fixed hours, it is on a Casual Contract basis to cover business needs as required and agreed

Job Description, Person Specification and Application Form are available from our Reception, General Office or on our website at <http://www.swarthmore.org.uk/about-us/vacancies>

Closing date: Sunday, 16th June 2019 @ 5.00 pm

Please return your application form by email or post to carol.holmes@swarthmore.org.uk

Swarthmore Education Centre, 2-7 Woodhouse Square, Leeds LS3 1AD

Swarthmore Education Centre is a Living Wage Employer