

## Kickstart Role Outline

<b>Role Title:</b>	Trainee Finance Assistant
<b>Location:</b>	<b>Home working /office (Lovell House, Archway 6, Hulme M15 5RN)</b>
<b>Days &amp; Hours</b>	25 Hours
<b>Duration:</b>	6 Months
<b>Requirements:</b>  <i>Include an introduction to the work &amp; example of tasks and duties</i>	<p>You will predominantly be working within our finance operations team, with key tasks being a variety of transactional processing, such as supplier invoices, rent payments, and credit card payments.</p> <p>You will also job shadow other areas of the wider finance team to gain an understanding of each function, picking up any tasks as necessary to help the team and help you gain valuable experience.</p>
<b>What's In It for You the candidate:</b>	<p>To gain valuable experience working within a busy and fast-paced Finance team. You will gain skills and knowledge of all our processes and an understanding of how each of these processes are vital to the organisation.</p> <p>During the placement you will develop key transferable skills such as:</p> <ul style="list-style-type: none"> <li>• Teamwork</li> <li>• Communication</li> <li>• Problem-solving</li> <li>• Analytical skills/attention to detail</li> <li>• The use of office applications</li> <li>• Using your own initiative</li> <li>• Working independently</li> </ul> <p>During the course of the placement, you will be fully supported through the following ways:</p> <ul style="list-style-type: none"> <li>• 1:1 check-ins with your manager to see how you are doing</li> <li>• 1:1 pastoral support (fortnightly video/telephone calls to discuss any challenges/difficulties you may be experiencing or successes you have had during your placement)</li> <li>• Informal monthly group placement catch-ups with all kickstarts who have joined at the same time to learn and share from one another</li> <li>• Participate in a group social activity</li> <li>• Monthly insight bitesize sessions to learn more about the wider business</li> <li>• Attend group employability skills development workshops called Get Your Future Started</li> <li>• Support with creating and updating your CV to reflect your placement experience</li> </ul>

	<ul style="list-style-type: none"> <li>• Support with applying for jobs/apprenticeships</li> <li>• Support with interview prep</li> <li>• Access to interview clothing</li> </ul>
<b>Skills or Qualifications required</b>	<p>Key skills required:</p> <ul style="list-style-type: none"> <li>• Good standard of numeracy and literacy</li> <li>• Strong interest and desire for a career in finance</li> <li>• Must be able to work effectively as a team</li> <li>• Must be able to take ownership and responsibility for their own workload</li> <li>• Ability to work flexibly across the team</li> </ul>
<b>Pay</b>	National Living Wage
<b>How to Apply</b>	<p>To be eligible you must be between 16 – 24 years old and claiming Universal Credit.</p> <p>To apply you must speak directly with your JCP work coach and ask to be referred to this opportunity.</p>