



Post: Finance and Administration Officer
Location: Homebased, with a requirement to travel in central Scotland, as required.
Hours: 17 hours per week
Salary: £25, 668 to £28,235 (pro-rata to £12,467 to £13,714)
Contract: Permanent

- Are you an experienced bookkeeper or accounts assistant?
- Are you customer focused in your approach?
- Do you work well on your own, and in a small team?
- Do you want to work from home, with working hours that are flexible?

Scotland's Housing Network is the largest housing data insight and benchmarking network and practice exchange organisation in Scotland. We have circa 130 Local Authority and Registered Social Landlords as members. Our purpose is drive up the standards of housing services across Scotland using data intelligence and by identifying and sharing good practice. We are a registered charity and operate a 'member first' approach in everything that we do.

Due to the retirement of a long serving member of our team we are seeking to recruit an experienced Finance and Administration Officer to join our team. We are looking for a person who has bookkeeping/accounts experience, someone with experience in using SAGE (or a similar accounting system). You will be self-motivated with excellent organisational and time-keeping skills. Although the largest proportion of this job is the finance aspect, the role offers variety as you will also be responsible for providing administrative support to the Chief Executive and the wider organisation.

Scotland's Housing Network is a small team that has a national reach. The successful candidate must be confident to be able to fulfil this role independently. The role is homebased, however there is a requirement to attend face to face meetings where required (minimum of monthly).

This is a great opportunity to join a highly respected national organisation.

For further information about this opportunity or for an informal and confidential chat, please contact Andrea Finkel-Gates, Chief Executive, Scotland's Housing Network on 07432 713 404 or email andrea.finkel-gates@scotlandshousingnetwork.org

An application pack is available to download from <http://www.scotlandshousingnetwork.org/jobs/> or by emailing andrea.finkel-gates@scotlandshousingnetwork.org

Please note that typed applications are preferable, and CV's will not be accepted.

Completed applications can be emailed to andrea.finkel-gates@scotlandshousingnetwork.org

Closing date for all submitted applications: **Midnight Sunday 24th July 2022**

Shortlisted applicants will be invited to an interview on **Thursday 4th August 2022**, **the interview will be held digitally using Microsoft Teams.**