



JOB ADVERTISEMENT

Position: Finance Assistant (Trainee)

Salary EVH Grade 3/4 £21,898 - £28,004

Company pension scheme and health care scheme

Contract: Two-year fixed term contract - 35 hours per week

Knowes Housing Association Ltd (KHA) is a community based social landlord committed to its mission of providing good quality affordable housing and services which meet the needs and aspirations of the community we serve. The Association owns and manages 1056 properties and provides factoring services to 569 customers situated mainly in the Faifley area of Clydebank. We have 22 members of staff and an annual turnover of £5m.

KHA is looking for an outstanding candidate to assist the finance team in delivering effective accounting support to the Association. No prior knowledge of housing association accounts is required and full training will be given for this role. Ideally you will be a school leaver with excellent higher results or a college graduate with an equivalent of an HND in Accounting. Placement on the salary scale will depend on qualifications and prior work experience.

You will be customer focussed and have excellent spoken and written communication and numeric skills. Experience in the social housing sector is not a requirement of this post but ideally you should be able to demonstrate the ability to work in an office environment. You should have IT skills and knowledge of using Microsoft Office. Initially the successful candidate will be based in our office full time but there will be an opportunity at a later stage to work on a hybrid basis.

KHA is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

If you are interested in this exciting opportunity, please visit our website: <https://www.knowes.org/job-vacancies/> for an application pack. The interview date is **Thursday 8th August 2024**. Completed applications must be returned to asweeney@knowes.org by **12 noon on Friday 26th July 2024**.

Should you wish an informal discussion regarding this post please contact mmacconnell@knowes.org to arrange a telephone appointment.