



Drumchapel Housing

Co-operative Limited

Position: Corporate Services and Finance Officer
Location: Drumchapel, Glasgow G15
Salary: £35,022 - £38,456
Grade: EVH 7
Contract: Permanent

Drumchapel Housing Co-operative Ltd is a community-based housing co-operative in the Drumchapel area of Glasgow. We provide housing/management services for 480 social rented properties.

We are currently going through an exciting period of change and following a review of our structure we have identified the need for sound professional support across the key areas of Corporate Services and Finance.

This is a new permanent post, and it provides an excellent opportunity for the right person to build a successful career in a challenging but very rewarding sector.

You will be expected to deliver effective support to the Senior Management Team and our Board of Management in all aspects of administration, Human Resource, Health & Safety, Governance and Finance.

Working collaboratively with colleagues you will be expected to be proactive, take ownership of challenges, and deliver effective solutions.

The successful candidate will ideally have relevant experience of governance and finance, preferably in a housing environment and/or hold a recognised qualification in a relevant discipline although the formal qualification is not essential.

You will be highly self-motivated, have excellent interpersonal and communication skills, be confident in the use of Microsoft packages and be committed to delivering high quality customer service in everything that you do.

If you are interested in this opportunity and feel you meet the requirements of the post, please download an application pack from our website: www.drumchapelhc.org.uk or the EVH website www.evh.org.uk

E-mail: Recruitment@evh.org.uk or Tel: 0141 352 7435

Closing Date: 12 noon on Friday 22 July 2022.

Interviews: Thursday 11 and Friday 12 August 2022.

Completed applications should be returned to recruitment@evh.org.uk

Please note that CVs will not be accepted.

Employers in Voluntary Housing (EVH) Conditions of Service and Entitlement apply to this post.

Drumchapel Housing Co-operative is an Equal Opportunities Employer.