

CLYDE VALLEY GROUP

Clyde Valley Group are excited to be recruiting the post of Finance administrator to join our highly dedicated and award winning Finance team operating within our Finance and Corporate Services Directorate and help us administered and meet the needs of our growing and successful business.

- **Finance Administrator** £21,154-£23,921

This will initially be for a fixed term period of 12 months to assist with the administration of the busy Finance department within our organisation. As we embark upon our new Corporate Plan for 2020-25, we are keenly aware of the challenges and opportunities we face as we continue to operate in a fast-changing sector, job market and workplace.

The **Finance administrator** must have excellent administration skills along with experience in working in a high performing, forward thinking Finance environment. Experience of administering books of original entry, balance sheet reconciliations and excellent IT skills are an essential requisite of this job along with attention to detail.

In return, Clyde Valley Group offer a great remuneration and benefits package, including generous holidays and flexible working arrangements, an on-site gym and training and development.

Clyde Valley Housing Association is a Registered Social Landlord, owning and managing more than 4200 homes for social rent with a pipeline programme to build over 600 more. Our thriving wholly owned subsidiary Clyde Valley Property Services provides factoring services to more than 3000 owners. CVPS is also building for mid-market rent and sale as well as operating and growing a private lettings business. People see us as a trusted and influential local and regional landlord and service provider, employer and business partner working across Lanarkshire and East Dunbartonshire.

In order to apply please send us:

- A comprehensive up-to-date CV which shows your full career history;
- A supporting statement explaining why you are interested in this role and how you match the person specification placing focus upon the essential and desirable criteria and how your previous experience matches this;
- Details of two referees (referees will only be contacted with your permission at offer stage) and current remuneration;
- The declaration form – but completion of the equalities section is not mandatory, this is requested for monitoring purposes in line with Clyde Valley Group's commitment to equality and diversity

Please note that applications can only be considered if all the documentation is complete.

Please send your application by email to recruitment@cvha.org.uk

Closing Date for Applications: Thursday 22nd October 2020

Interviews will be held: 3rd & 4th November 2020

If you wish any more information regarding Clyde Valley Group, you can visit the website at www.cvha.co.uk.

Guaranteed Interview:

As a Disability Confident Employer, we'll interview all disabled candidates who meet the minimum essential requirements for the post. If you tell us that you're disabled, we'll ensure that we make reasonable adjustments during each stage of the recruitment and selection process and if you join us, to where and how you work.