



Park Hill Housing Co-op Are Looking To Recruit a Self-Employed Housing Management Worker

The successful candidate will need to be familiar with CHICS, QuickBooks, Microsoft Office, (Excel, Word, Outlook). Have a good working knowledge of housing and financial legislation relating to housing co-ops.

Key Responsibilities Include:

Rent collection, issuing rent statements, dealing with complaints, financial recording, corresponding with auditors and solicitors, liaising with Lambeth Council Housing Benefits Office.
Reporting to and supporting the Management Committee.

Park Hill Housing Co-op is a fully mutual housing co-op based in Clapham, South West London. It has 25 units, ranging from 1-bed flats to a 4-bed house, with 3 adapted units.

Contract: On Site 1 Day Per Week (6 hours)

Fees Per Hour: On Application

Closing Date: 31st May 2017

A full description of responsibilities and details on how to apply can be obtained by emailing: ruthvanessatait@gmail.com