

Come and join our Management Team

VACANCY – OFFICE AND COMPLIANCE MANAGER

SALARY: £20,800 per annum based on 25 hours per week

Ayr Housing Aid Centre SCIO are a registered Charity established in 1986 (SCIO from 2020) accredited to provide Type III Free, Independent Housing Information, Advice, Advocacy plus Care Inspectorate regulated Tenure Sustainment Services. We work with vulnerable service users with our main aim to alleviate poverty and delay/prevent homeless where possible while encouraging and empowering rights and responsibilities. We help anyone in housing need across South Ayrshire with an additional East Ayrshire Prison Housing Advice Service.

We are looking for an enthusiastic, self-motivated and driven individual who will be part of the Management Team reporting to the Chief Executive Officer. You will be responsible for the day-to-day running and co-ordination of the Centre including operations, procedures and resources to facilitate the organisation's effectiveness and efficiency. This includes Office Management, Human Resources, Health and Safety, Finance and Compliance with all Regulatory Bodies.

Applicants should have practical experience of managing a busy office environment including compliance with legislation, regulatory bodies, financial and contractual regulations and obligations. You should have excellent Microsoft Office 365, people and facilities management skills and knowledge/experience of Xero accounting systems or similar.

Benefits:

- Extremely rewarding job being able to help those in housing need
- Small friendly team environment
- Well established and respected accredited Charity
- 10% employer contribution to Nest Pension Scheme
- 30 days holiday (increasing to 37 in 3 years) pro rata based on a 5-day week
- Living Wage Scotland, Disability Confident and National Standards Accredited Employer

For an Application Pack please visit our website: www.ayrhousingaidcentre.com/vacancies/

All completed applications should be e-mailed to recruitment@ayrhousingaidcentre.com before the closing date: **Friday 28th July 2023 at 4.30pm**

We will notify successful candidates no later than **4pm on Friday 4th August 2023** for interview on **Thursday 24th August 2023**.

If you do not hear from us by Friday 4th August 2023 you have not been selected for interview.

