



*Come and join our Management Team*

## **VACANCY – OFFICE AND FINANCE MANAGER**

**SALARY: £17.04/hr for 25 hours per week**

Ayr Housing Aid Centre SCIO are a registered Charity established in 1986 (now SCIO) 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. Reporting to the Operations Manager you will be responsible for the day-to-day running of the office including procedures to facilitate effectiveness and efficiency. You will be a confident administrator and communicator, able to work well under pressure to motivate and line manage the Admin team while supporting management in their tasks to ensure compliance.

Applications are welcomed from those with administration management experience including finance, Microsoft Office 365, people and facilities skills although full training will be given if required.

### **Benefits:**

- Extremely rewarding job being part of a small friendly team helping those in housing need
- 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
- Real Living Wage Scotland, Disability Confident, Care Inspectorate and National Standards Accredited Employer

### **How to apply:-**

Please provide your CV along with a supporting statement outlining why you would be an asset to the Centre and what skills you can bring to the post giving specific examples of experience Full information can be found within our application Pack on the website: [www.ayrhousingaidcentre.com/vacancies/](http://www.ayrhousingaidcentre.com/vacancies/)

Completed applications should be e-mailed to [recruitment@ayrhousingaidcentre.com](mailto:recruitment@ayrhousingaidcentre.com) before closing date: **Monday 15.4.24 at 12 noon.**

We will notify successful candidates no later than **4pm on Tuesday 16.4.24** for interview on **Thursday 18.4.24.**

**If you do not hear from us by 17.4.24 you have not been selected for interview.**

