

**Finance Administrator**  
**Full-Time, 35 Hours Per Week, Permanent**  
**Salary: EVH Grade 4, Points 9–12 £24,764 and £28,004**  
**Location: Hybrid / Easterhouse, Glasgow**

Thank you for your interest in the above post. Provanhall Housing Association is a community based housing association operating within the Greater Easterhouse Area. We are committed to providing high quality homes and supporting those living within our communities to prosper.

The successful candidate will work closely with staff in other sections to maximise performance and enhance service delivery. Reporting to the Director, the post holder will administer the day to day book keeping and purchase ledger activities within our team. You will work closely with our Finance Officer and our external Chartered Accountant. You will also provide reception service to in person callers to our office along with the Technical Services Assistant and Corporate Services Assistant.

You should have excellent communication skills and the ability to build strong relationships across our organisation including with colleagues and our Management Committee.

What we offer in return is a supportive working environment within the heart of our community.

To apply please send a CV (no more than 2 sides of A4) and cover letter showing your experience and how you match the Person Specification. Please send your completed application to [alanhume@provanhallha.org.uk](mailto:alanhume@provanhallha.org.uk)  
If you have any questions about the role please email or telephone 01417714941.

Closing date for all applications will be **Monday 29 April 2024 at 17:00**. It is anticipated interviews will take place on **Tuesday 7 May 2024**.

We are an equal opportunities employer and positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, sexual orientation, age, or religion or belief.

We are a disability confident employer, and for the purposes of recruitment purposes we operate a Job Interview Guarantee Scheme, which means that if you have a disability, and meet the minimum criteria outlined within the Person Specification, you will be guaranteed an interview.