Job Vacancy

Specialist Income Management Assistant
Fixed term contract initially for 9 months
Scale: Level 6: £21,693 - £24,657

As an Assistant in the Specialist Income Management team you will be expected to assist the Officers in the team, which will include all aspects of rent arrears recovery from speaking to residents over the phone or in person through to preparing legal paperwork.

Applicants must have good communication skills, be computer literate and have an understanding of Social Housing, Tenancy matters and Welfare Benefits. Previous experience of working in a Social Housing Environment, particularly in arrears recovery, would also be beneficial.

Commitments to Equal Opportunities as well as a working knowledge of Equality and Diversity issues are also essential.

If you would like an informal discussion regarding this position, please telephone Laura Thomas on 01702 212705.

To apply, please email your statement of interest to: laurathomas@seh.southend.gov.uk

Closing Date for Applications is Tuesday, 6th November 2018.

Potential Candidates may be subject to Disclosure and Barring Service check prior to appointment.

South Essex Homes is an Equal Opportunities Employer.