**A logo for a housing company

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**Finance Officer**

**(Full-time, Permanent Position)**

Ark Housing Association based in Belfast is a progressive Housing Association with ambitious plans for growth over the next five years.

We are seeking to recruit an experienced and self-motivated individual to join our organisation as Finance Officer.

Reporting to the Director of Finance & Corporate Services, the successful applicant will contribute to the delivery of a comprehensive, efficient and effective finance function, in accordance with the strategic objectives of Ark Housing.

Applicants must satisfy the following essential criteria:

* Have at least 5 GCSEs including Maths and English

and

* Accounting Technician qualification or other similar accounting qualification.

and

* At least 2 years in a busy finance office environment

**Or**

* Relevant degree level qualification and at least 1 year in a busy office environment

**Or**

* Have at least 5 GCSEs including English & Maths and 5 years relevant experience in the last 8 years in a busy finance office environment

Additionally, the successful candidate should possess excellent level of IT literacy with extensive experience in the use of a wide range of Microsoft Office products and must also have effective interpersonal and written communication skills.

**What we can offer you:**

* A salary ranging from £30,413 - £34,939
* A Contributory Pension Scheme (Currently 19% employer contribution)
* 22 days annual leave moving to 27 after 5 years’ service and 32 days after 10 years’ service.
* 13 customary holidays per annum.
* A range of excellent work and family friendly policies.
* Hybrid Working arrangements
* On Site Gym

Anyone wishing to apply for the above position may get a recruitment pack by clicking on this link: [Finance Officer - Ark Housing](https://www.arkhousing.co.uk/vacancies/finance-officer)

For a confidential discussion regarding this position, please contact John McVey, Director of Finance & Corporate Services on 02890 752310 or by email to [john.mcvey@arkhousing.co.uk](mailto:john.mcvey@arkhousing.co.uk).

Ark Housing reserves the right to enhance the criteria for the short listing of suitable candidates without further notification.

Closing Date for Receipt of Completed Applications is: **4PM ON FRIDAY 20TH DECEMBER 2024**

*Ark Housing is an equal opportunities employer. Applications are welcome from individuals irrespective of gender, marital status, disability, religion, race, ethnic origin, age or sexual orientation.*