



LHA Vacancies

Income Officer

Ref: V1990

Leicester Housing Association

Location: Head Office, Leicester

Salary: Circa £24,000 pa (negotiable) plus car allowance

35 hours per week

This is a great opportunity for an enthusiastic and motivated individual to work as an integral part of a dedicated team. You will be part of a team who are providing and developing a first class, customer focused, performance driven income management service.

With the ability to work on your own initiative, coupled with the desire to provide high levels of customer service at all times, you will undertake the role of a recovery officer to ensure that LHA collection of rental, service charge and other income is maximized but collected in a sensitive manner. To work closely with housing benefit departments and other agencies to ensure that benefit entitlements and payments are maximized.

The successful candidate will have excellent communication skills, good IT knowledge and, most importantly, the commitment to reach high performance standards as an every day aim.

Closing date: 5pm, 17th September 2008

For a job description and application pack for the above posts please call Haseena Chunara, HR Officer on (0116) 257 6787 or email haseena.chunara@lha-asra.org.uk (quoting the reference number). Completed applications should be returned to Haseena Chunara, HR Officer, 3 Bede Island Road, Leicester, LE2 7EA by no later than the closing date stated.