



Trainee Finance Officer

Salary: £24,000 Per Annum

Our mission at NLMHA Ltd is to provide quality homes and services, strengthen and build communities, which will improve the lives of our residents. We are looking for a Trainee Finance Officer who can build and maintain effective working relationships—a dedicated team player. This individual must go the extra mile to ensure excellent service delivery and take our customers into the heart of all they do.

NLMHA was set up in 1988 and has developed into a significant provider of housing to meet the needs of the wider community irrespective of race, gender, disability, belief, sexual orientation, age, or socio-economic background.

NLMHA is a not-for-profit organisation that seeks to provide outstanding customer service. Managing over 900 homes in five local authority areas across Northeast London, we build thriving neighbourhoods and work tirelessly to transform the lives of our residents. We are also an outstanding developer of new properties, optimising our assets and consistently building new social and affordable homes for a diverse range of people.

The overall responsibility of this post is to be trained with entry-level housing finance issues, IT, and general office administration. This includes maintaining financial records, dealing with invoices, creating payment runs, completing monthly payroll, and assisting with year-end processes.

You must have:

- A minimum of five GCSEs at grades 9-4 (A-C).
- The ability to use IT in support of the position, with experience using standard Microsoft Office packages.
- Good written and verbal communication skills.

If you believe you are well-suited for this role, please complete the application before the closing date. (CVs and paper copies will not be accepted; please only complete the application electronically.) We would love for you to join the NLMHA team!

We promote equality and diversity and welcome everyone in the community to complete the application.

Please visit our website for an application pack and further information about the role: <http://www.nlmha.com/job-opportunity/>

Closing date: Monday at 17:00, 17th February 2025

NLM
15B – 15C Urban Hive, Theydon Road, London, E5 9BQ
www.nlmha.com 020 8815 4200

