



Cosmopolitan Housing Group is a forward-thinking, progressive business that's committed to helping local authorities deliver a wide range of regeneration initiatives. Currently managing around 5,700 homes, we're increasing in size and diversity all the time.

## Finance Assistants

£16,941 - £18,882 pa Two posts

If you have the desire, skills and experience to work energetically towards our aims and at the same time develop a career in finance, the above posts, which are based at our Head Office in Liverpool will be of interest to you.

You will ensure the Group's Purchase Ledger System operates smoothly and effectively. Maintain and control the groups rent accounting system and detailed records of student tenancies. You'll ensure security deposits are administered and recorded in an accurate manner and provide general administration duties to the Finance Department.

You will have experience of high speed data processing within a similar organisation, a high standard of general education, with the ability to work within tight deadlines and good analytical and communication skills. Studying AAT would be advantageous.

In return we offer an attractive remuneration package including contributory final salary pension scheme, private medical cover, family friendly policies and flexible working hours.

**For an application pack, please contact Jennie Peters, Cosmopolitan Housing Group, 2 Marybone, Liverpool L3 2BY or email: [jpeters@cosmopolitanhousing.co.uk](mailto:jpeters@cosmopolitanhousing.co.uk)**

**Closing Date: Thursday 7 August 2008.**

We aim to be an equal opportunities employer and welcome applications from ethnic minority groups and people with disabilities to ensure our staff team reflects the communities in which we work.

