



Southwark Group of Tenants Organisations

Bells Gardens Community Centre,
19 Buller Close, London,

Campaigning for Housing Rights and Council Homes

SE15 6UJ

TENANTS AND RESIDENTS SUPPORT / ACCOUNT OFFICER

SALARY £26,000 PRO RATA (36 HRS PER WEEK) PERMANENT CONTRACT

The SGTO is a borough wide community organisation funded through the Tenants and Residents Movement via the local authority. Our aim is to support tenants and residents in Southwark.

The post holder will need to have an in-depth knowledge of social housing issues. You will need excellent communication, literacy skills, including good IT skills. You will need to demonstrate the ability to support existing Tenants and Residents Associations (T&RA) in achieving their aims by providing practical resources and advice. The post holder will be responsible for supporting Tenants and Residents in setting up new groups and associations.

You will have to demonstrable skills of **Community Engagement and Capacity Building**.

The post also includes working with Tenants & Resident's Associations to increase the involvement of all their members by producing their own information leaflets and newsletters through training and community development support. You will attend late night and weekend meetings on a regular basis and ensure that groups adhere to the recognition criteria and follow good practice, and be aware of information and resources available to them in order to achieve their aims.

If you know you have the following skills please contact the office on: info@sgto.co.uk or call us on: 020 76396718

- Reconciling end of year financial accounts for T&RAs as required.
- Provide timely account verification information
- Providing financial account advice to T&RAs
- Provide end of year account verification
- Inputting and reconciling of invoices on Excel accounting system
- Providing accounting information to the SGTO and affiliated organisations and in conjunction with the Office Support and Training Coordinator maintain and update proper accounts on behalf of the SGTO.
- Support existing TRA's in achieving their aims by providing practical resources and advice.
- Support tenants and residents in setting up new groups and associations.
- Assist T&RA's to increase the involvement of all their members through producing their own information, leaflets and newsletters and through training and community development support.
- Ensure that groups are aware of information and resources available to them in order to achieve their aims.
- Attend T&RA's AGM's and other meetings on a regular basis and assist groups to adhere to the recognition criteria and to follow good practice.