



**SUTTON HOUSING SOCIETY  
Income Recovery Officer 21 hours.  
Temporary post with a view to permanent  
Salary £20- £24k pa depending on experience (pro rata)  
Plus car allowance**

Sutton Housing Society is an independent local housing charity operating in the London Borough of Sutton.

We are looking to recruit an Income Recovery Officer with immediate effect. This is a new part time post; 21 hours per week, hours and days negotiable. It is a temporary assignment for a period of three months with a view to a permanent post.

You will join a small friendly team and enjoy all the benefits of working locally for a small organisation. As our Income Recovery Officer you will be responsible for maximising the society's revenue through arrears management and debt recovery. Previous experience in income recovery or credit control is desirable. The successful candidate would have excellent customer service and communication skills, and be IT literate (word and excel essential). You would hold a full driving licence and have use of a car.

This post is subject to a Criminal Records Bureau check

Interested - for a job pack please email [info@shsoc.org.uk](mailto:info@shsoc.org.uk), download from [www.suttonhousingsociety.org.uk](http://www.suttonhousingsociety.org.uk) or tel: 0208 642 1500.

Closing date: 10<sup>th</sup> February 2010  
Interview date: 17<sup>th</sup> February 2010

For an informal chat about the post contact Marcie Regelous on 0208 642 1500

Sutton Housing Society supports diversity and welcomes applications from BME and other minority groups.