

Compliance Coordinator

Reports to: Senior Compliance Coordinator

The part I play at Flagship to help solve the housing crisis is:

To support the effective delivery of Landlord Compliance obligations by ensuring that Flagship retains and maintains a **comprehensive record of compliance** related work undertaken, maintains accurate current data on the detailed scope of work to be undertaken and its budget.

I ensure the payment of work done by Flagship's Housing Contractors in accordance with its **governance and standing orders** and support the **effective monitoring of performance and expenditure**. I am responsible for accurate and up to date records of proposed, planned and completed maintenance works are maintained and up to date. I ensure that certificates and reports from compliance related works are kept up to date.

My skills and experience include:

An understanding of the Landlord Compliance function within the housing sector and the regulatory and statutory requirements. With an understanding of the processing, and validation of payment requests made by contractors.

Demonstrable knowledge and experience of operating and managing, repairs, landlord compliance and relevant IT systems. Ability to promote good practice. To be able to demonstrate a methodical approach to work with a demonstrable commitment to customer service

I'm educated to GCSE Maths and English grade C or above. Working towards a relevant professional qualification.

The skills I will develop include:

Ongoing personal and professional development through accessing Flagships Learning Management system. I will gain and expand my knowledge of the social housing sector and enhance my customer service skills in line with Flagship's values.



Flagship Group Values:

