



## JOB ADVERT - Details

<b>Company:</b>	Block Recruit
<b>Role title:</b>	Service Charge Accountant
<b>Internal Reference Number:</b>	671
<b>Closing date:</b>	-
<b>Salary:</b>	£30,000 – 35,000 PA
<b>Working Hours:</b>	-
<b>Temporary / Fixed Term / Permanent contract:</b>	Permanent
<b>Location:</b>	Essex
<b>Contact details for applications:</b>	zoe@blockrecruit.co.uk 020 3900 0401
<b>Role description:</b>	<p>We're a national, continuously evolving Property Management Company managing a large, diverse portfolio. Having experienced such rapid growth, we now have exciting new plans in place to help drive the business forward, implementing stronger processes and procedures along the way and launching new training and development concepts internally. One of these being a bespoke internal training academy designed specifically for us, aimed at providing our employees with the resources to develop and grow into Property Management superstars!</p> <p>We're a company that values our employees. A company that genuinely cares and rewards hard work. As a company that does things as a team, you'll be right there with us when we celebrate their achievements. You'll get spruced up to attend industry events and team socials. Two high points on their calendar are our summer</p>

and Christmas parties – both opportunities to pat ourselves on the back for our hard work and to enjoy socialising with colleagues.

We're now on the search for our next member of the team... An experienced Service Charge Accountant, with the chance to work from either our Harlow or Farringdon office. Working within a small yet growing, professional accounts team, your role as one of our Service Charge Accountants will include filing statutory returns with Companies House, preparing and filing tax returns with HMRC, preparing client Service Charge accounts, preparing accounting data for external accountants and to analyse handover information. Your role will also include query resolution and liaising with the Property Managers and Clients on any accounting issues.

We know that the best people for our Clients to speak to regarding their accounts and any issues they may have is the accounts team. Of course it is, the team is technically minded and see everything from an accounts perspective. With this in mind, we ensure all lines of communication are clear between the Property Managers and the Accounts Team. We also like our Service Charge Accountants to attend an AGM two times a year with one of our Property Managers to sit down with the Clients and discuss the accounts, answering any questions they may have.

**Responsibilities include:**

- Preparation of Service charge accounts to ensure the accounts are issued within 3 months of the year end or in accordance with client expectations
- Preparation of Dormant and Full Statutory accounts
- Analytical review of Income, Expenditure and Cash flow
- Preparation and completion of CT and VAT returns to HMRC when applicable
- Preparing Extended Trial Balance from scratch in Excel
- Investigating and resolving audit queries
- Maintaining the service charge year-end control sheets
- Resolving any audit queries with the Property Managers
- Ensuring that all ledger balances are understood and supported
- Chasing and liaising with external auditors for any outstanding accounts and agreeing draft accounts with clients
- Issuing S20B letters where accounts have not been issued within 6 months from year-end
- Manually compiling financial information in Excel and sending to prestigious clients on a monthly and quarterly basis in accordance with client expectations

- Maintaining the manual production of Landlord/Freeholder statements and arranging the forwarding of funds to clients
- Attend client meetings with the property management team when required to review actual expenditure for the year to date against budget
- To accurately vouch all receipts and payments and re-analyse into relevant accounts/cost centres where applicable
- Assisting in the preparation of Service charge budgets
- Perform any ad hoc duties as requested
- Ensure standardisation, implement improvements and ensure best practice. Identify any areas within existing processes which could be improved and discuss these with the Line Manager as appropriate
- Work as part of a team and assist other team members in meeting departmental targets and deadlines.

The ideal Service Charge Accountant would be someone experienced and self-motivated with a “can-do” attitude. The ideal Service Charge Accountant will either hold or be studying towards ACCA/CIMA (full AAT will be considered). You must have excellent Excel and double entry skills along with experience within a similar role.

#### **Minimum Requirements**

- Service Charge Accounting experience
- Excellent administration and organisation skills
- A good eye for detail

If you don't meet the requirements for this role, call the Block Recruit team to see what other roles we may have which could fit your current level of experience or “[create an account](#)” with us on the website, so we can stay in touch and let you know when other roles to come up. Everyone is of value to us.

#### **Desirable Requirements**

- Accountancy qualifications
- ACCA / CIMA / Full AAT

#### **Salary Range & Benefits**

This position is paying a competitive salary of up to £33,000 for the successful candidate + benefits.

#### **Application Process**

Once we have received your CV you can expect to get a call or email within 1 week. Unfortunately, if you don't meet the minimum requirements for this position then you may not be contacted for this

	<p>role. However, we would still love to discuss other opportunities suitable to your current skill set and experience and how we can assist you in your employment search. Give us a call for a confidential careers chat today!</p> <p><b>For more information on this position or to have your questions answered, give Zoe a call. If you think you're the one we're looking for, apply now and do not miss out on a great career opportunity working for a company that cares.</b></p> <p><b>Contact: Zoe Southwell</b> <b><a href="http://www.blockrecruit.co.uk">www.blockrecruit.co.uk</a>   020 3900 0401   <a href="mailto:zoe@blockrecruit.co.uk">zoe@blockrecruit.co.uk</a></b></p>
<b>Company website (optional):</b>	<p><a href="https://www.blockrecruit.co.uk/job/service-charge-accountant-south-east-essex-671.aspx">https://www.blockrecruit.co.uk/job/service-charge-accountant-south-east-essex-671.aspx</a></p>