



JOB ADVERT - Details

Company:	Block Recruit
Role title:	Service Charge Accountant
Internal Reference Number:	3982
Closing date:	-
Salary:	£30,000 - £35,000 PA
Working Hours:	-
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Barnet, North London
Contact details for applications:	Adam Bessant talentresourcing@blockrecruit.co.uk
Role description:	<p>We are a small, yet quickly expanding family run company, based in North London. Covering Block Management and Estate Agency, we're a company whose passions lie in providing excellent customer service and through this we have continued to grow by word of mouth.</p> <p>We are now looking for an experienced Service Charge Accountant to join our close-knit team in managing the operations of the service charge function within the business. As such you will be able to work well independently and work with autonomy in managing the entire function of the role.</p> <p>Our Client is looking for someone who shares their passions for Leasehold Property Management and outstanding levels of service, paying attention to detail at all times and valuing transparency with all parties involved. We have a fun, close knit office environment so a good team player is a must!</p>

As their new Service Charge Accountant, you'll be preparing year-end Service Charge Accounts, performing balance sheet reconciliations, creating and issuing the budget template, inputting crucially accurate data onto their management systems, raising/issuing service charge and ground rent demands and maintaining strong communications with colleagues, Clients and Leaseholders including Resident Management Companies and Freeholders/Developers.

Minimum Requirements

- Service Charge Accounting Experience
- Professional, friendly and confident when dealing with Clients
- Good organisational and time management skills
- Able to work well independently

Desirable Requirements

- Accounting or Residential Property Management Qualifications
- Previous experience using Propman software
- Experience working with a small Block Management company

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 come up. Everyone is of value to us.

Salary Range & Benefits

The salary on offer is dependent on your industry experience and qualifications and will range between £30,000 - £35,000 PA. The working hours are 9am - 6pm, Monday to Friday, with 20 days Annual leave plus bank holidays and Christmas Shutdown. You will also receive further support through industry qualifications.

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 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>Opportunity to be an integral part of a small but growing team.</p> <p>Contact: Mike Barlow www.blockrecruit.co.uk 020 3900 0401 mike@blockrecruit.co.uk</p>
<p>Company website (optional):</p>	<p>https://www.blockrecruit.co.uk/job/service-charge-accountant-london-north-london-877.aspx</p>