



JOB ADVERT - Details

Company:	Block Recruit
Role title:	Service Charge Accountant
Internal Reference Number:	665
Closing date:	-
Salary:	£29,000
Working Hours:	-
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Somerset
Contact details for applications:	jamie@blockrecruit.co.uk 020 3900 0401
Role description:	<p>We're a well-established, growing brand with an expanding and diverse portfolio and a wealth of experience. We operate nationally and offer our clients a comprehensive management service covering all aspects of Property Management. We're now looking for our next team member in the capacity of a Service Charge Accountant.</p> <p>You will be based in our Bristol office. The team here is very hardworking, the office is busy and we know how to have a good laugh. We're a dynamic and fun team, we make sure we're enjoying what we do whilst working hard to deliver the best possible service.</p> <p>Your role as our Service Charge Accountant will involve the production of residential Service Charge accounts and liaising with Clients and Property Managers with regards to all accounting matters. Your role will also include:</p> <ul style="list-style-type: none"> • Reconciliation of independently prepared accounts

- Client liaison on all accounting matters
- Assisting with queries from Property Managers
- Production of year end certificates and explanations with final accounts
- Supporting the Property Managers and Branch Managers in the local branch
- Assisting RMC Directors in the understanding of the service charge accounts
- Attending AGMs and other meetings with clients as required

Our team is important to us. With this in mind, we'll value you and reward you. As we've said, we're a large well-established brand, so there are many doors to be opened. You'll have the nice balance of working within a smaller team but have the much larger brand there offering stability, variety and the knowing of being part of something bigger.

Minimum Requirements

- A background in accounts
- An understanding of leasehold property accounting
- Excellent communication skills
- Great attention to detail and IT skills

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

- Experience within Property Accounting/Service Charge Accounts
- Property/Accounting qualifications

Salary Range & Benefits

This position is paying a salary of £29K per annum, plus a number of attractive 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 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

	<p>employment search. Give us a call for a confidential careers chat today!</p> <p>Get in touch to find out more... Don't miss out on this fantastic opportunity!</p> <p>Contact: Jamie Barker www.blockrecruit.co.uk 020 3900 0401 jamie@blockrecruit.co.uk</p>
<p>Company website (optional):</p>	<p>https://www.blockrecruit.co.uk/job/service-charge-accountant-south-west-somerset-665.aspx</p>