

## JOB ADVERT – Details

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| <b>Company:</b>                                     | Countrywide  |
| <b>Role title:</b>                                  | Residential Service Charge Accountant - Branch   |
| <b>Internal Reference Number:</b>                   | 32258  |
| <b>Closing date:</b>                                |  |
| <b>Salary:</b>                                      | 29000  |
| <b>Working Hours:</b>                               | Monday – Friday 9-5.30   |
| <b>Temporary / Fixed Term / Permanent contract:</b> | Perm   |
| <b>Location:</b>                                    | Bristol  |
| <b>Contact details for applications:</b>            | Natalie.lewis@Countrywide.co.uk  |
| <b>Role description:</b>                            | <p>We are a specialist in residential block Management Company and due to continued growth in our portfolio we are looking for a Service Charge Accountant to join our local team.</p> <p>Duties to include:</p> <ul style="list-style-type: none"> <li>-Production of residential service charge accounts</li> <li>-Reconciliation of independently prepared accounts</li> <li>-Client liaison on all accounting matters</li> <li>-Internal liaison with Property Managers</li> <li>-Assisting with complex queries from Property Managers</li> <li>-Production of year end certificates and explanations with final</li> </ul> |

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|   | <p>accounts</p> <ul style="list-style-type: none"> <li>-Working to deadlines</li> <li>-Supporting the Property Managers and Branch Managers in the local branch</li> <li>-Assisting RMC Directors in the understanding of the service charge accounts</li> <li>-Attending AGMs and other meetings with clients as required</li> <li>-Ensuring RICS Service Charge Residential Management Code is adhered to</li> </ul> <p>Minimum Requirements:</p> <ul style="list-style-type: none"> <li>-Understanding of leasehold property accounting</li> <li>-Excellent communication skills</li> <li>-Good literacy and numeracy skills</li> <li>-Knowledge of double entry booking keeping</li> <li>-Knowledge of lease interpretation, apportionment, schedules, balancing and reserve fund compliance</li> <li>-Knowledge of Section 20B legislation</li> </ul> <p>Desirable Requirements:</p> <ul style="list-style-type: none"> <li>-Previous experience in the Residential Property Management field</li> <li>-IRPM or other industry qualifications</li> <li>-Previous experience with `Tramps` system</li> </ul> <p>Salary Range &amp; Benefits:</p> <ul style="list-style-type: none"> <li>-Negotiable depending on experience.</li> <li>-Supported ongoing industry training and personal development.</li> </ul> |
| <p><b>Company website (optional):</b></p> | <p><a href="https://www.countrywidecareers.co.uk/job/28902">https://www.countrywidecareers.co.uk/job/28902</a></p>  |