

JOB ADVERT - Details



Company:	Crabtree
Role title:	Finance Assistant
Internal Reference Number:	
Closing date:	1 st May 2019
Salary:	N/A
Working Hours:	Monday – Friday, 8.45am - 5.15pm
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	London,
Contact details for applications:	Chris March chris.march@crabtreeproperty.co.uk
Role description:	<p>Supporting Client Accounts team with financial audit and budget preparation and responsible for issuing all demands.</p> <p>Main Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Downloading reports from Qube for production of accounting packs for end of year service charge accounts including checking for all invoices against expenditure before passing to the external Auditors • Preparing accounting packs for trading companies e.g. ground rents and issuing demands • Billing of periodic rent, service charges, insurance and other charges to lessees/occupiers • Billing of directly recoverable insurance and water charges to lessees/occupiers

	<ul style="list-style-type: none"> • Send out service charge accounts to leaseholders once completed by the Finance Analysts • Prepare budget pack, download reports and analyse variances, include applicable notes for PM/CRM review, process any adjustments highlighted during review process by PM/CRM or Director • Ensuring annual budgets are loaded correctly to Qube and creating demands and direct debits tables as needed • Ensure the Budget tracker in Qube is updated at every stage of progress • Reconciliation of all Client Trust Bank Accounts on a monthly basis ensuring any variances are resolved • Answering leaseholder / client enquiries in a timely fashion • Answering any Property Manager enquiries and assisting where necessary • New Build Completions - Load opening cash balances for new builds schemes as and when required • Various Ad – hoc duties as required by line manager <p>Person Specification:</p> <p>Essential</p> <ul style="list-style-type: none"> • Excellent attention to detail • Excellent communication skills • Team player <p>Desirable</p> <ul style="list-style-type: none"> • Studying for an AAT qualification or equivalent. • An understanding of regulation and guidance notes relating to service charge accounting and process • Property accounting knowledge and experience • Relevant experience in similar role • Knowledge of Qube an advantage, but training will be given
<p>Company website (optional):</p>	