



JOB ADVERT - Details

Company:	TemplePM
Role title:	Property Accountant
Internal Reference Number:	TPM9174
Closing date:	N/A
Salary:	Up to £50k
Working Hours:	Monday - Friday
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	Central London
Contact details for applications:	Gareth Surdo 01789 470403 gareth@templepm.com
Role description:	<p>Property Accountant / Central London / Up to £50,000</p> <p>So, are you looking for a change?</p> <p>Are you a super wiz in Qube property software, where you can put in processes and integrate the platform to the next level to make things better?</p> <p>Do you enjoy being the 'go to' person whilst helping with service charges?</p> <p>This unique role could be for you and you must have QUBE EXPERIENCE</p> <p>General areas of expertise:</p>

- High level competence and experience in the following areas of Qube:
- Modules: PPMS, GL, PL, MMM, Workflow, Access Security
- Report wizard including custom fields.
- Batch process (parameter files + batch files for automation)
- Adhoc routines
- Proficiency in Excel for data analysis extracted from Qube
- 3-Way bank rec including troubleshooting differences between client ledger and GL

General duties:

- Oversee, trouble shoot and sometimes help out with all accounts functions limited to: Accounts payable, accounts receivable, credit control, bank reconciliations.
- 3-Way bank recs + troubleshooting differences on nominal reconciliation report (**PPMS + GL**)
- Post quarterly management fees and rent collection fees (**PPMS + PL**)
- Perform quarterly shut-down and client reporting (**PPMS**)
- Produce data for year-end accounts (**PPMS**)
- Funds: Setup, maintenance + reporting + period-end process + budget creation, maintenance and reporting + budget schedules and apportionments + fund analysis (**PPMS + Tables Database**).
- Owner statements: Setup, running by statement no. / entered date / invoice date, collating associated docs from PL (**PPMS**).
- Credit control process and setup (**PPMS/ Tables Database / Workflow / Batch process**)
- VAT setup + reporting + transfer funds from property to owner (**PPMS**)
- Billing setup (**Tables Database – form editor + Demand suite setup**)
- Periodic charges setup & maintenance (**PPMS**)
- Interest setup + maintenance (**PPMS**)
- Proficiency running the standard Qube reports across the different modules, such as Aged Debtors (PPMS) / Aged Creditors (PL) / Unsettled tenant receipts (PPMS) / Tenant statements/ Invoice re-prints etc

	<ul style="list-style-type: none"> • Setting up + maintaining owners / properties / units / tenants (PPMS) • Setting up new suppliers + Invoice processing including PO matching and supplier payment (PL) • Maintenance management module: Setup and maintenance of properties, calls & jobs / Planned schedules / preferred suppliers / categories / creating purchase orders through MMM and troubleshooting related issues (MMM) <p>But most of all a positive can-do attitude to work and life.</p> <p>TemplePM - Recruitment Specialists within the Property Sector finding positions for Block Managers, Property Managers, Estate Managers and Surveyors. If you feel that you have the right background or would like to deal with someone who understands what you do, then please contact us at TemplePM.</p>
Company website (optional):	http://www.templepm.com/