



## JOB ADVERT - Details

<b>Company:</b>	TemplePM
<b>Role title:</b>	Service Charge Account Administrator
<b>Internal Reference Number:</b>	TPM9143
<b>Closing date:</b>	N/A
<b>Salary:</b>	Up to £25k
<b>Working Hours:</b>	Monday - Friday
<b>Temporary / Fixed Term / Permanent contract:</b>	Permanent
<b>Location:</b>	Hertfordshire
<b>Contact details for applications:</b>	Gareth Surdo 01789 470403 gareth@templepm.com
<b>Role description:</b>	<p>Service Charge Account Administrator / Hertfordshire / Up to £25,000</p> <p>So, are you looking for a change?</p> <p>Do you want to work for a company who loves their customers, where being a team player matters and you enjoy working for a successful business who has a just 'get on with it' attitude?</p> <p>We could have the perfect job for you!</p> <p>This company is an established property company who are now looking for a new member of staff. They are in the position to employ a Service Charge Account Administrator for their finance team.</p>

	<p>You will be doing:</p> <ul style="list-style-type: none"> <li>• Preparation of service charge budgets.</li> <li>• Provision of advice and assistance to Property Managers in relation to service charges</li> <li>• Liaison with Property Managers on client accounting matters</li> <li>• Provision of both regular and one-off client reports and accounting analysis, monthly and quarterly reporting</li> <li>• Liaison with clients and auditors in respect of the preparation and presentation of year end accounts</li> <li>• Provision of accurate, timely and effective accounting information to all parties</li> <li>• Ensuring the integrity of accounting records and controls in line with prevailing legislation</li> <li>• Management of the annual audit process</li> </ul> <p>I am ideally looking for a happy number-cruncher with:</p> <ul style="list-style-type: none"> <li>• At least experience in a financial role in the property field but no experience will also be considered</li> <li>• A proficient level of understanding of Microsoft Office programmes</li> <li>• Confidence in all areas</li> <li>• Experience of working to deadlines, solving simple problems and multi-tasking</li> <li>• Good communication skills, in writing and in person</li> <li>• The ability to prioritise tasks</li> <li>• A genuine desire to keep learning through training and development</li> </ul> <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>
<p><b>Company website (optional):</b></p>	<p><a href="http://www.templepm.com/">http://www.templepm.com/</a></p>