

JOB ADVERT - Details

Company:	TemplePM
Role title:	Service Charge Accountant
Internal Reference Number:	TPM9249
Closing date:	N/A
Salary:	Up to £35,000
Working Hours:	Monday - Friday
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	North London
Contact details for applications:	Gareth Surdo 01789 470403 gareth@templepm.com
Role description:	<p>Service Charge Accountant / North London / Up to £35k</p> <p>*** THIS IS A SELF-EMPLOYED ROLE***</p> <p>A firm based in North London is looking to recruit a Service Charge Accountant to join their Finance Team. The role will report to the Finance Manager. Applicants will need to have all round accounts & finance experience. Salary £25-35, 000 commensurate with experience.</p> <p>The company offers a competitive remuneration package and a fantastic work environment.</p> <p>Processing invoices, relating to expenditure for the buildings service charge and overheads</p> <p>Preparing Services BACS/CHAPS payment runs on a fortnightly basis</p> <p>Preparing and releasing expense payment runs on a fortnightly basis</p> <p>Posting receipts from Lessees</p> <p>Assisting with bank reconciliations</p>

	<p>Raising Quarterly Rent and Service Charge invoices to Tenants Raising Ad Hoc recharges to Tenants i.e. Utilities, Repair, Insurance Assisting with collection of Tenant arrears Dealing with Supplier and Tenant queries Assisting with preparation of the monthly management reporting packs in line with timetables Assisting with the annual service charge reconciliation and audit Assist with integration of building acquisitions on to the system Working closely with Operations Director, Building Managers, site staff, suppliers, tenants and accountants</p> <p>Skills to include: Excellent interpersonal Skills Customer Focused Ability to work under pressure, multi-task and cope with changing priorities Outstanding written and verbal communication skills Friendly and a Team Player Computer Literate, good Microsoft excel skills Experience of QUBE Software Package</p> <p>Applicants will need to have all round accounts experience. Finance experience within a Property Services Company is advantageous as is experience using Qube Software.</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 speak with someone who understands what you do, then please contact us at TemplePM.</p>
<p>Company website (optional):</p>	<p>http://www.templepm.com/</p>