



JOB ADVERT - Details

Company:	TemplePM
Role title:	Service Charge Controller
Internal Reference Number:	TPM9150
Closing date:	N/A
Salary:	Up to £28k
Working Hours:	Monday - Friday
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	South West London
Contact details for applications:	Gareth Surdo 01789 470403 gareth@templepm.com
Role description:	<p>Service Charge Controller / South West London / Up to £28,000</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 Accountant for their finance team.</p> <p>You will be doing:</p>

	<p>Your main responsible will be to process all service charge applications and other charges in accordance with properties leases to ensure that all applications are issued on time</p> <ul style="list-style-type: none"> o Service Charge o Ground Rent demands (including Section 166 Notice) o Other Rent Charges (e.g. Garage Charges) o Service Charge Interest charges o Special Charges/Levies o Year-End balance recharges <p>I am ideally looking for a happy number-cruncher with:</p> <ul style="list-style-type: none"> • At least experience in a financial role in the property field but no experience will also be considered • A proficient level of understanding of Microsoft Office programmes • Confidence in all areas • Experience of working to deadlines, solving simple problems and multi-tasking • Good communication skills, in writing and in person • The ability to prioritise tasks • A genuine desire to keep learning through training and development <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>Company website (optional):</p>	<p>http://www.templepm.com/</p>