Property Accountant– London/Bristol

**Contract:**  Permanent

**Full Time / Part Time:**  Full Time

**Hours:**  35 Hours Per Week Monday - Friday

**Department:**  Finance LCP

**Location:**  London/Bristol

**Salary:** Negotiable

**Purpose:**

The Property Accountant needs to be commercially aware and able to challenge costs at all levels within the business and will be responsible for a mixed portfolio of properties, including Industrial, Retail and Residential sites.

**Key Responsibilities:**

* Collating service charge budgets, working with the Asset and Property Managers to agree costs and reporting to tenants within the RICS guideline timetable.
* Responsible for monitoring service charge recovery and explaining shortfalls.
* Producing Actual v Budget comparisons and working with Asset and Property Managers to ensure expenditure is kept in line with budget.
* Attend site meetings to advise on financials for the relevant properties.
* Liaising with Asset and Property Managers to respond to tenant queries.
* Service charge year end reconciliations – responsible for ensuring compliance with RICS guidelines (service charges reconciled within 4 months of the year end), liaising with auditors where appropriate, dealing with tenant queries in an appropriate timeframe.
* Managing Sinking Fund.
* Reviewing income and expenditure.
* Posting property prepayments and accruals and review of the purchase invoice register to ensure complete and accurate recording.
* Identify opportunities to improve cost management across the portfolio.
* Liaising with Asset Managers, Property Managers and Credit Control regarding collections performance.
* Work with finance and Business Managers to develop specialisms.
* Reviewing income and expenditure.
* Posting property prepayments and accruals and review of the purchase invoice register to ensure complete and accurate recording.
* Identify opportunities to improve cost management across the portfolio.
* Liaising with Asset and Property Managers and Credit Control regarding collections performance.
* Work with finance and Business Managers to develop specialisms.

**Person Specification**

* Ability to understand and interpret lease provisions to ensure appropriate recovery of costs.
* Excellent communication skills, with the ability to interact at all levels of the business and externally.
* Resilient, with the ability to meet tight deadlines and cope with multiple & varied tasks.
* Innovative, with a desire to identify improvements.
* Willingness to learn and demonstrate a flexible approach to working.
* Ideally have some property industry experience preferably in an accounting role.
* Good system skills including advanced excel.

**Qualifications**

* GCSE Grade C or above in English and Math (or equivalent).
* AAT Level 3 or equivalent (desirable)
* We encourage self-development through professional accountancy qualifications and study support will be available for the right candidate.