

Property Accountant – London

Contract:	Permanent
Full Time / Part Time:	Full Time
Hours:	35 Hours Per Week Monday – Friday 9.30 – 5.30
Department:	London
Location:	4 th Floor, Golden House, Great Pulteney Street, London W1F 9NN
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:

Managing the service charge:

- 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.

Monthly Management Accounts:

- Reviewing income and expenditure.
- Posting property prepayments and accruals and review of the purchase invoice register to ensure complete and accurate recording.

Other Duties:

- 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 / Training

- 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.