

Transactional Projects Supervisor – Kingswinford

Contract:	Permanent
Full Time / Part Time:	Full Time
Hours:	35 Hours Per Week Monday – Friday 9.00 – 5.00
Department:	Transactional
Location:	LCP House, Pensnett Estate, Kingswinford, DY6 7NA
Salary:	Negotiable

Purpose:

Reporting to the Accounting Services Manager as part of the Transaction team. You will be involved in a variety of accounting responsibilities to ensure that the Ledgers are accurately maintained and process deadlines met.

Key Responsibilities:

- Analyse existing cash allocation accounts and implement process improvements.
- Allocate priorities and workload across the team.
- Recognise the importance of teamwork and group dynamics, building and maintaining effective working relationships within the team and with other departments.
- To monitor unallocated cash and report KPI data on projects.
- To identify and drive process efficiencies for accounts on cash allocation.
- To liaise with tenants and colleagues as required to ensure that allocations are dealt with in a timely manner.
- To carry out any other duties that may be reasonably requested from time to time.
- To develop the team to ensure that all members are adequately trained to fulfil responsibilities of the team.
- To produce process notes for all routine tasks within team.

Person Specification

- Proven experience on process implementation and project development.
- Excellent communication skills, with the ability to interact at all levels of the business and externally.

- Understanding of accounting procedures including complex national accounts.
- 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.
- IT literate with a good working knowledge of Microsoft Office packages including Excel.

Qualifications / Training

- GCSE or equivalent Grade C/4 or above in Math and English.