

Senior Property Accountant - Job Description

Contract:	Permanent
Full Time / Part Time:	Full Time
Hours:	35 Hours Per Week Monday – Friday 09.0 – 5.00
Department:	Finance LCP
Location:	LCP House, Pensnett Estate, Kingswinford, DY6 7NA
Salary:	Negotiable

Purpose

Reporting to the Property and Accounting Services Manager, the Senior Property Accountant will lead and develop the team of Property Accountants and ensure the department delivers an effective service to the business.

Key Responsibilities

- Supervise the Property Accountants team including allocation of workload and responsibilities across the team as well as develop new and junior members to broaden property knowledge.
- Manage the KPIs of the service charge team to ensure key metrics for budgets and reconciliations are being met, that resources are at the right level and that appropriate goals are set to develop and reward the team.
- Critically analyse both individual service charge budgets to ensure charges are apportioned in the most appropriate and effective manner and review performance across the portfolio to develop best practice.
- Managing the service charge for a portfolio of properties:
- Collating service charge budgets, working with the Asset Managers 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 Managers 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 Managers 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 a suitable timeframe.

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 Managers, 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.
- 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.
- Ability to demonstrate strong leadership skills.
- Good system skills including advanced excel.

Qualifications / Training

- GCSE Grade C or above in English and Mathematics.
- Property Accountant experience essential
- Suitable experience working in the property industry.
- Previous leadership experience (desirable)
- Development within the role is strongly encouraged and study support is available for a professional level accountancy qualification.