**Job Description – Client / Property Management Accountant**

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| Job Title | Client / Property Management Accountant |
| **Company** | Estama (UK) Limited |
| **Location** | London |
| **Line Manager** | Head of Finance |
| **Essential Duties & Responsibilities** | * Preparation and submission of client statements, VAT reports, trial balances, general ledgers and client reports
* Action instructions from property manager (PM) / asset manager (AM) which can include creation of new debtors with new leases, amending accounts etc.
* Prepare completion statements based on details provided by PM/AM and running reports off the system
* Raising rent, service charges, insurance and recharged or ad hoc charges to tenants
* Raising and payment of void unit service charge liabilities for the client
* Entering service charge budgets onto the system and updating apportionments and tenants on account
* Preparation and reconciliation of annual service charge accounts as well as liaising with the property manager, centre manager and service charge auditor for the audit
* Payover to the client in line with agreed procedures as well as record on the system
* Preparation and reconciliation of funding requests to client
* Monthly reconciliation of client bank accounts including investigation and correction of reconciling items
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| **Skills & Competencies** | Skills* Well organised, able to prioritise tasks and work under pressure on a diverse portfolio
* Strong communication skills both verbally and written
* Proactive individual who can work autonomously but also as part of a larger team

Competencies* Ability to work with the client accountants to find solutions to issues and improve processes
* Ability to set up lease records and process amendments to leases
* Ability to identify funds available for transfer to client and reconcile rent balance held
* Ability to produce accurate client statements on a timely basis
* Knowledge of how to input service charge budgets and amend apportionments and on account charges
* Knowledge of how to close service year ends and demand balancing service charges
* Ability to reconcile service charges and make the necessary amendments on the system and prepare service charge cash reconciliations
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| **Experience** | * Minimum 5 years commercial property accounting
* Preferably with experience focussed on shopping centres
* Experience working with Property management software
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| **Qualifications** | N/A |