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

|  |  |
| --- | --- |
| 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 |
| **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 |
| **Experience** | * Minimum 5 years commercial property accounting * Preferably with experience focussed on shopping centres * Experience working with Property management software |
| **Qualifications** | N/A |