

Service Charge Accountant, Warrington.

Full time, permanent (part-time role possible – minimum 3 days per week)

Responsibilities

- Involvement in preparing Annual Service Charge Budgets for commercial multi-let properties and residential blocks
- Preparation of apportionments and on account calculations
- Preparation of year end service charge reconciliations including invoice collation, analysis of income and expenditure and posting accruals and prepayments
- Completion of year end closure and billing of balancing service charges to tenants
- Liaison with Property Managers
- Liaison with external auditors
- Any ad-hoc queries arising
- Preparation of periodic analysis of service charges through the service-charge year

Requirements

- Extensive Experience of using MRI Qube PM system (Essential)
- Relevant service charge experience gained in a Client Accountant position
- Commercial experience is desirable
- Excellent communication skills, both verbal and written
- Highly organized, self-motivated personality

Salary commensurate with experience and qualifications

This role is based at our Warrington office but part-time working from home will be possible once established in the role.