

Job Description

Title: Senior Service Charge Accountant

Reports to: Head of Client Accounting

Based at: Crabtree PM Limited Head Office, Marlborough House,
298 Regents Park Road, London, N3 2UU

Hours of work: 9.00am – 5.30pm, Monday to Friday

Job Purpose:

Based within the Client Accounts Team of our Accounts Department, this role is to lead the Finance team with the production of the budgets and final Service Charge Accounts within three months of the year end and manage a portfolio of key client accounts.

Main Duties and Responsibilities:

- Drive the budget pack production and ensure the final budget is approved prior to one month of the new financial year.
- Manage the entire process of year-end audit/certification of accounts for the selected portfolio
- Liaise with auditors and track progress of the service charge accounts audit, chase when necessary to ensure timely delivery
- Mentoring and Manage finance team with complex audit queries
- Produce periodic financial information as required for internal and external use, including reporting on the Reserve Account position when requested
- Ensure timely production of client quarterly reports
- Explore systems for reporting requirements and recommend efficiency improvements
- Prepare Ground reconciliations when required
- Periodically review the financial position of the selected portfolio with property managers and directors where necessary
- Take control of all balance sheet related items to improve transparency and minimise risk
- Regularly liaise with key internal/external stakeholders and attending meetings where necessary
- Drive the on-board new business financial information for new key clients
- Close off lost business financial information

- Mentor the Finance Analysts and Finance assistance with the resolution of internal and external queries
- Develop internal systems for improved automation of accounting processes
- Ensure Statutory Accounts have been prepared, signed by the director(s) and submitted to Companies House within 9 months of the year end
- Oversee the distribution of service charge accounts and budgets to leaseholders and co-ordinating the year-end adjustments and service charge levies.
- Prepare and issue Section 20B notices as and when required
- Regularly learn and update new skills through training
- Explain accounting issues to clients
- Other ad-hoc duties as required by the Head of Client Accounts

Person Specification:

Essential

- Relevant service charge experience gained in a Senior Client Accountant position
- Experienced in Leading and Managing an accounts team
- Completed or be working towards an accounting qualification
- Experience of Extended Trial Balance
- Proficient with Microsoft Office and Intermediate level proficiency with Microsoft Excel
- Excellent communication skills, both verbal and written
- Highly analytical with an attention to detail
- Exceptional organisational skills and ability to work to deadlines
- An effective team player
- Good Communication skills

Desirable

- Experience of using QUBE system
- Previously managed a Service Charge Accounting team