

JOB DESCRIPTION

Job Title: Deputy Head of Client Accounting
Working Pattern: Monday – Friday, 8.45am - 5.15pm
Employment Type: Full Time, Permanent
Location: Salisbury (Head Office)
Salary Range: Competitive
Reports to: Head of Client Accounting

Our Company

We are a long-established property management company with our modern head office based in Salisbury, supporting 8 Regional Offices throughout the UK.

Established in 1990, Remus services 35,000+ homes and employs 110+ staff. Clients include the top 10 developers in the UK as well as a range of freehold investment, RMC & RTM clients.

In 2016, we became part of the Fexco Property Services group, which includes established UK brands providing apartment building and private estate management and related services.

Being an employee of Remus means being an employee of one of the fastest growing property services groups in the UK with opportunities for personal and professional growth across our teams.

Our staff are trained in all aspects of property management, based on both good practice and current legislation. We actively promote and assist our teams in further training, apprenticeships, qualifications and have a strong ethos of promotion from within.

We provide competitive salaries, a competitive benefits package and a supportive, friendly working environment for our staff.

The Role

Reporting to the Head of Client Accounting, this role will support, guide and advise a team of Purchase Ledger, Sales Ledger and General Ledger staff in the Client Accounting department. You will assist with the implementation of systems and procedures (as agreed by management) to enable the smooth and efficient handling of the department and ensure all deadlines are met.

As an important member of the management team, you will be expected to actively contribute to the ongoing development of the department.

Key Responsibilities

- Manage the employees responsible for all client accounting matters (all aspects including budgeting, treasury management, service charge, purchase ledger, billings and credit control)
- Assist with the development of procedures and controls to improve the responsiveness, timeliness and accuracy of all outputs of the department.
- Promote the department as a key business partner to the property management team.
- Work closely with external business partners (contractors, external auditors, solicitors and accountants) to maintain a consistently high standard of service to clients
- Provide KPI's and reporting for the Head of Client Accounting.

- Provide a high level of customer service to clients, ensuring that the department can respond quickly and accurately to all client and lessee queries and provide accurate reporting on the management of their records.
- Together with the support of internal resources and external providers, continuously look for efficiencies in the use of systems and applications used to support the team.
- Motivate and develop the team members, provide training, development and performance review plans when required.
- Support, guide and advise the Client Accounting team on the daily processes ensuring all timeframes are met.
- Provide training and advice to the Team, where necessary.
- Carry out annual appraisals with direct-line reports.

The Candidate

Essential

- Minimum of 5 years accounting experience.
- Accounting qualification or finalist at professional level (ACCA/CIMA/ACA)
- Experience of managing support teams (Treasury/Purchase/Sales/Credit Control)
- Minimum two years' experience of managing/mentoring a team.
- Clear and concise communication, both verbal and written.
- Use of Microsoft packages, including Word, Advance Excel and Outlook.
- Exceptional organisational skills and ability to work to deadlines.
- An effective team player.
- Methodical and a good eye to detail.
- A "can do" and "right first time" attitude.

Desirable

- Sound knowledge of Year End Service Charge Accounts and relevant legislation/guidance.
- Experience of working within a residential block management environment.
- Experience of working in a high volume environment.
- Experience of using QUBE property management system.

Benefits

- Annual Leave Entitlement: 25 days.
- Bonus day off for your Birthday.
- Company day off between Christmas and New Year.
- Health Cash Plan with Bupa.
- Priority rates on Foreign Exchange.
- Employee Assistance Programme.
- Travel season ticket loan or car parking season ticket loan.
- Employee discount with Widerwallet.
- Training & development opportunities.