

## **Accounts and Property Administrator**

### **Overview**

We are looking for a highly organised and proactive Accounts & Property Administrator to support both our Accounts and Property Management teams. This role is varied and fast-paced, requiring strong attention to detail, excellent communication skills, and the ability to manage multiple tasks effectively.

### **Key Responsibilities**

- Process and charge maintenance jobs to landlord accounts.
- Manage contractor invoices and payments.
- Support the Accounts and Property Management team with general administrative duties, including responding to emails and enquiries and answering calls.
- Reconcile payments and ensure records are accurate and up to date.
- Assist with deposit compliance and maintain accurate documentation.
- Oversee utilities management for properties, including updates, transfers, and billing queries.
- Assist with compliance for safety certificates, ensuring renewals and reminders are managed efficiently.
- Coordinate and send inspection bookings to tenants and landlords.
- Support the rent chase process by assisting with reminders and follow-up communication.
- Contribute to the smooth running of administrative processes across both teams.

### **Skills & Experience**

- Strong organisational skills with the ability to prioritise workload.
- Excellent attention to detail and accuracy in data entry.
- Confident communicator, both written and verbal.
- Adaptable team player with the ability to shift focus based on business priorities.
- Proficiency in Microsoft Office (Excel, Word, Outlook).
- Ability to pick up new systems quickly, with a strong aptitude for learning CRM software.
- Ability to work independently and as part of a team in a busy office environment.
- Previous experience in property administration, accounts support, or a similar role (preferred but not essential).

### **What We Offer**

- Basic salary of £23,900-£25,250;
- £1,200 parking allowance per annum payable after 6-month probation;
- Bonus/ profit share scheme - up to 10% of salary;
- 4% matched Pension Scheme upon completion of 6-month probation;
- Personal Development Plan to develop you and your career;
- 20 days holiday + bank holidays increasing up to 25 days with an annual leave day awarded for each year in service;
- Long Service Awards.
- Take part in our CSR activities.