

ASSISTANT PROPERTY ACCOUNTS MANAGER WITHIN THE COMMERCIAL PROPERTY & ASSET MANAGEMENT DEPARTMENT

COMMENCING JUNE 2019 - CHESTER OFFICE

Background

Legat Owen are an established and highly regional (NW) multi-disciplined property consultancy that provides expert professional advice across a whole spectrum of commercial property.

The company acts for a diverse range of clients and the property management team provides a full service to their strong client base from high net worth individuals to some of the UK's leading property companies, developers, pension funds etc. across the UK, predominantly in the North West and North Wales.

Purpose of the Role:

The successful candidate shall be involved in the following duties under this role, depending upon experience:

- Dealing with a high volume processing of data
- Producing tenant invoices
- Managing supplier payments
- Cross checking payments
- Speaking with tenants and suppliers (chasing unpaid rents)
- Producing financial report for both surveyors and clients
- Maintaining systems
- Producing email correspondence
- Receipting funds
- Producing client statements
- VAT returns
- Bank Reconciliations

The above list is not exhaustive, and the individual may be required to carry out other duties as may reasonably be required from time to time.

The Individual:

Experience in the Property Management sector preferred, and all applicants shall, amongst other skills:

- Have a high attention to detail
- Be AAT Level 2 qualified or hold similar qualifications
- Well organised, able to work to deadlines
- Be a team player;
- Be articulate, professional and persuasive with a good telephone manner and good report writing skills;
- Ability to work with a relatively high degree of autonomy, with minimal supervision;
- Be adaptable and above all keen and enthusiastic;

Remuneration:

- Salary depending on experience
- Full time role - 37.5 hours per week, 9:00AM - 5:30PM
- Usual pension provisions that you would expect from a leading consultancy

Please contact Mark Hopley providing your CV - markhopley@legatowen.co.uk

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