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**Title:** Service Charge Accountant  
**Reports to:** Client Accounts Manager  
**Based at:** Remus Head Office, Salisbury  
**Hours of work:** 8.45am – 5.15pm, Monday to Friday

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**Job Purpose:**

Based within the Client Accounts Team of our Accounts Department, this role liaises with internal and external parties to produce the final financial statements for our clients.

**Main Duties and Responsibilities:**

- Prepare and analyse the audit findings on an Extended Trial Balance for the external auditors to review and test, responding to subsequent audit queries
- Produce periodic financial information for internal and external use, including year-end final financial statements
- Periodically review financial position with property managers and directors where necessary
- Liaise with auditors to track progress of and review service charge accounts production
- Review budget pack production and work closely with Budgeting/Billing team to ensure accuracy and transparency
- Take control of all balance sheet related items to improve transparency and minimise risk
- On-board new business financial information
- Close off lost business financial information
- Assist with internal and external queries where necessary
- Prepare and issue Section 20B notices as and when required
- Calculating, invoicing and reconciling of the utility billings. Liaising with the property managers, lessees and their tenants.
- Regularly learn and update new skills through training
- Other ad-hoc duties as required

**Person Specification:***Essential*

- Relevant service charge experience gained in a Client Accountant position
- Proficiency with Microsoft Office 365 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

*Desirable*

- Completed or be working towards an accounting qualification
  - Experience of using QUBE system (highly desirable)
  - Experience of Extended Trial Balance
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