

Temporary Property Management Administrator

Enfield

Temporary part time job share (Monday to Friday 13:30 - 17:30)

Property Management Administration

- Maintaining property management database and accounting system including, landlord and tenant records and lease/tenancy events diary
- Maintaining property insurances
- Dealing with new lettings and tenancy agreements
- Ensuring all tenant deposits are protected under the relevant deposit scheme
- Entering receipts and disbursements
- Liaising with and processing invoices from contractors in connection with term maintenance contracts and ad hoc repairs
- Processing charges for utilities, business rates and Council Tax.
- Administering service charges
- Preparing rent demands
- Taking rents and entering postal receipts
- Debt chasing
- Landlord and tenant liaison

Property Management Accounting

- Effectively managing the client accounting system
- Raising demands/invoices and process all receipts for rent, deposits, service charges, insurance etc
- Daily banking
- Processing payment of invoices from Landlord's rent account
- Producing Landlord statements
- Preparing month end management accounts and quarterly VAT returns
- Client Account Reconciliation
- Bank reconciliations
- Credit control duties
- Producing reports as required

Key Skills and Experience

- Proven track record within an administration role including experience with invoicing, processing payments and credit control
- Sound knowledge of the Accounts Payable/Receivable processes
- Strong numeracy skills
- Accuracy and attention to detail
- Excellent personal and communication skills
- Self-motivated and able to work as part of a team
- Good organisational skills
- Strong IT skills with a sound working knowledge and experience of MS Word and Excel
- Full training on in-house systems provided