

ROLE PROFILE

Job Title: Interim Property Management Accountant	Location: Slough
Reports to: Associate Director, Finance London	Department: UK Finance (London)

Summary of the Role's Main Purpose

The role of the Interim Property Management Accountant (PMA) is to support the Associate Director in the timely delivery of monthly management accounts whilst ensuring accuracy and integrity. The PMA will also be involved in the production of the statutory accounts for the subsidiaries in the Group, and liaising with external auditors to provide audit evidence.

This role gains good visibility of the whole P&L for the BU and this means the job holder can be quite forward looking, understanding the impact of one thing on another and then how this influences the re-forecast. There is strong interaction with the operations and development teams as well as the broader BU and finance team.

The role is based in Slough, with hybrid-working available, but will require the individual to be present in the Group's Head Office in London on some occasions.

Principal Accountabilities

Management accounting responsibility for delivery of cyclical reporting obligations:

- Production of timely and accurate monthly management accounts with variance analysis to budget, commentary and reforecasting of income and expenditure
- Maintain reliable and accurate data in the General Ledger
- Posting of journals including accruals and prepayments
- Completion and review of monthly Balance Sheet reconciliations, identifying and flagging areas that require review and ensuring these reconciliations are kept up to date
- Maintenance of Fixed Asset register and assisting with Capex reporting, including posting journals
- Production of statutory accounts for subsidiaries of the Group
- Liaise with external auditors and providing audit evidence
- To have an oversight of Service Charge (SC) to understand the impact of the SC income/costs on the P&L and Balance Sheet
- Assist in the accounting for acquisitions and disposals of assets or companies within the portfolio
- Assess the suitability of new customers (P&L) by performing credit checks for covenant strength
- Build relationships with the wider Finance team and the Business Unit
- To cover colleagues for absence / peaks in workload
- Ad hoc analysis and participation in cross functional teams for projects
- Any other duties that may be reasonably requested by the line manager

Measures of Success

- Accurate and timely delivery of the Management Accounts and Group deliverables
 - Accurate and timely delivery of the Statutory Accounts
 - Clean Balance Sheets
 - Continuous improvement of processes
 - Positive relationship building with the region's operation teams as well as finance teams across the Group.
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Resources available to the Job-Holder

- No direct reports
 - Support from immediate Operational Finance team and broader Finance Teams
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Core Areas of Knowledge, Skills & Experience

Essential

- ACA / ACCA qualified (newly qualified / 2 years post qualification)
 - Excellent attention to detail
 - Positive outlook with a 'can do' attitude
 - Self-Starter– able to identify issues and use initiative and interpersonal skills to resolve issues
 - Ability to reflect on one's own work as well as the wider consequences of financial decisions
 - Ability to interpret financial and non-financial data
 - Ability to work independently or as part of a team
 - Able to communicate with both finance and non-finance professionals
 - Good written and verbal communication skills
 - Organised and efficient time management skills
 - Proven experience of end to end production of accounts
 - Intermediate excel (pivots, v-look-ups etc)
 - Skilled in analysing and interpreting large amounts of data / large spreadsheets
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Desirable

- Experience of management reporting, forecasting, budgeting and strategic planning
 - Property experience would be an advantage but can be learnt
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Special Job Requirements

Hours of work may exceed those contracted on occasion
