

Job Specification



Job title	Senior Property Accountant
Location	Birmingham
Business unit	Property Management

Overall Purpose of Job
<p>To join the Property Management Accounting Team of GVA Grimley as a Senior Property Accountant within the Corporate Accounting Team. The primary focus of the role is to produce monthly, quarterly and annual accounts on a specified client list, all of which are PMC Platinum clients.</p> <p>To deliver high standard, robust and accurate reports to client timetables, to develop and sustain client relationships and manage the client expectations and to work with Business Unit Directors to provide a co-ordinated and cohesive service to the clients.</p> <p>To liaise with the other Senior Property Accountants and the Corporate Database Manager to ensure that the Corporate Team as a whole is delivering and processes and systems are being continually reviewed and developed so that best practice and efficiencies are being achieved.</p> <p>Reporting to a Senior Finance Manager working with the individual to achieve the objectives of both PMA and the Corporate Accounting team to deliver an accurate and high standard service and to develop the service to increase the fee earning potential</p>

Main Duties and Responsibilities
<ul style="list-style-type: none">• Deliver management accounts to specified clients to the client timetables• Deliver a service to at least four key clients of the Business Unit plus other clients with similar portfolio/requirements.• Develop a full understanding of the QA and RICS procedures and processes adopted in the QA - training will be provided on this and both database systems.• Deliver the accounting requirements of the Corporate Clients• Deliver the reporting analysis as required by the Corporate Clients• Continual reviews of processes and systems to ensure that QA is being adhered to.• Preparation of Statutory Accounts for small Property Management Companies to final review standard.• Attend client review meeting

Desired Knowledge, Skills and Experience

- Experience of providing an accounting service to clients.
- At least 10 years accounting experience some of which must have been overseeing or being part of a process team
- Part / Fully Qualified

Employee Benefits

Flexible Benefits Package, including:

- 25 days holiday
- Private healthcare (through PPP)
- Permanent health insurance (50% of salary up to retirement)*
- Whole Life Insurance (3 x annual salary)

Options to make tax and NI savings on the purchase of bikes, insurance, mobile phones, childcare vouchers and other products.

Additional benefits:

- Profit related bonus (discretionary and not guaranteed)
- Car allowance
- Option of season ticket loan**
- Pension

* Entitled to benefit after 12 months employment with the Firm

** Entitlement of benefit subject to the successful completion of employees probationary period

Please contact Pav Power on 0121 609 8482 or pav.power@gvagrimley.co.uk for more information about this role, or if you would like to submit a CV.