

## Accounts Administrator

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Company: Adecco

Location: London

Category: other-general

Accounts Administrator

£25,000-£28,000

Permanent

City of London

We are looking for an Accounts Administrator to support the Client Accounts Team.

What this job involves:

Income Management

Support the raising of rental income, including preparation of turnover calculations and maintenance of rent deposits

Manage accounting for other income, (incl car park, shopping centres, and interest on late payments) and maintain income reconciliations.

Produce completion statements relating to property sales and the end of tenant's leases.

Process tenant refunds as instructed by surveyors. Expenditure Management

Liaise with site staff to ensure service charge expenditure is accurate, reporting any variances as needed.

Maintain accounting records for expenditure recoverable from tenants. Reporting

Assist team with the production of regular client reports

Complete banking summaries for clients within agreed time frames.

Assist with the completion of statutory & regulatory reporting to HMRC & Royal Institution of Chartered Surveyors Teamwork

Work with the wider client accounting team to ensure workload is effectively managed.

Build strong working relationships with rest of team to improve outcomes for the team. Desired skills & experience for this role

Knowledge or experience of basic accounting/book-keeping

Good computer literacy skills.

Good interpersonal and communication skills.

Must be flexible and able to work under pressure, multi-task and effectively prioritise.

Organised, with attention to detail and able to work to tight deadlines.

Able to use own initiative to resolve day to day issues.

AAT Qualified (desirable)

Working knowledge of MS Office applications (Excel, Word, Powerpoint, Outlook)

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