



Accounts Administrator

Job Description

Key Responsibilities

- Corresponding with clients via email, letter and telephone regarding all property finances
- To assist in chasing any outstanding service charges and Ground Rent invoices as per the terms of the Lease
- Chasing all service charges and Ground Rent arrears
- Assisting in collating and reviewing the financial information for the Year End Accounts
- Data entry on the software package for any new blocks
- Uploading all invoices onto the software and paying within a timely manner
- Reconciling of the banking transactions against the software and submitting monthly reconciliations for approval

The above is an overall view of the job description however you may be required to perform other duties within the company deemed necessary from time to time

Salary £22k - £25k dependent on experience

Please apply to laura@charlescox.co.uk

