

## **Service Charge / Property Client Accountant**

**Location** - Congresbury, Near Bristol

**Hours** - Part Time 18 hour per week on a flexible basis to be agreed.

**Salary** - To be agreed based on experience

An opportunity has arisen for an experienced service charge accountant or property client accountant who would like to work locally with an established property management company working on a growing portfolio of prestigious commercial property assets on a national basis.

You'll be an important part of a small, friendly team based in our offices overlooking the River Yeo in Congresbury, near Bristol.

Ideally you will have the following experience: -

- Working with PropMan, or an alternative property management system
- Producing service charge accounts for commercial property management companies
- Dealing with bank reconciliations
- Budget preparation and monitoring
- Producing expenditure reports and general financial reporting
- Preparation of information for statutory financial reports
- VAT Returns

**You will be:**

- Qualified (AAT or studying towards CIMA/ACCA) or qualified by experience
- Hardworking, committed and prepared to roll your sleeves up!
- Happy to work as a team, but motivated to get on with things on your own too

**You will have:**

- Property experience
- Excellent attention to detail and interpersonal skills
- Good level of written and verbal communication

Please contact Louise Petersen on 01934 830999 for an informal discussion, or e-mail [lpetersen@ppamltd.co.uk](mailto:lpetersen@ppamltd.co.uk)