



Role: Service Charge Accounts Assistant

Site: Whitehall Waterfront

Direct Reports: n/a

OVERVIEW

Liv Group is a leading Block Management and Build to Rent Company, delivering services nationwide. We are responsible for managing tens of thousands of residential units throughout the country and are included in numerous schemes at different stages of development. LIV recognises the importance of helping our employees develop in order for them to achieve their goals. We invest time nurturing individuals for them to succeed in our dynamic and continually growing business.

The diversity of our client base calls for an integrated team approach and our experts strive to deliver value to our clients through clear, innovative thinking and timely solutions. We are also firm believers that you create your own success! As an entrepreneurial business we recognise and promote individuals who show potential to commit and grow with the business.

LIV is part of Cortland, who wish to develop 10,000 BTR units in the UK over the next 5-7 years commencing with our first 486-unit BTR residential development in Watford.

A new and exciting opportunity has arisen for an Accounts Assistant to join a thriving Finance department in the Leeds office.

ROLE OVERVIEW

The role involves providing a supportive function to Property Managers and external stakeholders. The suitable candidate will be responsible for the complete service charge year-end accounts process as well as inputting and monitoring annual budgets for the portfolio of developments under our management. The ideal candidate will have a proven track record of exceptional communication skills, attention to detail and the ability to work as part of a small but busy team. We are seeking a confident, ambitious individual who is self-motivated and has a “can-do” attitude. As an ever-growing business, we are proud to proclaim that there are great opportunities for career progression and personal development within this role. This includes the potential prospect of a company-funded study package. This is a fantastic opportunity for finance graduates or individuals working towards AAT qualifications. Your responsibilities include but are not limited to:

- Preparation of Service charge accounts in accordance with legal and regulatory requirements.
- Analytical review of service charge income and expenditure and the posting of accruals and prepayments
- Preparing basic financial statements such as balance sheets and BvA
- Ensure that the cost of all services is fully recovered through service charges to Leaseholders, Shared Ownership Leaseholders and tenants
- Process annual service charge budgets for all Leaseholders, Shared Ownership Leaseholders and tenants;
- Preparation of Dormant company accounts
- Monthly Demand runs
- Provide Financial reporting support for the wider business
- Develop, maintain and improve a timely system of monthly budget monitoring
- Plan, co-ordinate and conclude the annual service charge accounts process
- Identify any areas within existing processes which could be improved and discuss these with the Line Manager as appropriate.
- Liaising with colleagues, external company Directors and auditors
- Work as part of a team and assist other team members in meeting departmental targets and deadlines.
- Perform adhoc and admin tasks as and when required.
- To contribute to the development and implementation of the Group’s corporate social responsibilities, strategies and plans including the delivery of the E&D Policy and Strategy in all aspects of the work.

YOUR BUILDING BLOCKS OF SUCCESS

Knowledge and Experience:

- Efficient in maintaining administration and finance records electronically
- Experience in preparing budgets and accounts
- Think on the spot and deal with issues and challenges in a timely fashion
- Proactive and dynamic taking ownership of all of core duties.
- Accuracy and attention to detail.
- Experience in the formatting of documents.
- Understanding the importance of achieving deadlines and ensuring quality output.
- To ensure confidentiality and security of all business, client and customer documentation/information.

Skills:

- Ability to gather, assimilate, analyse and effectively summarise information and give briefings/prepare briefing notes as necessary.
- Ability to prepare and give presentations.
- Experience in the formatting of documents.
- Excellent analytical skills, including advanced excel modelling skills.
- Strong interpersonal skills.
- Ability to organize and manage multiple priorities without immediate supervision
- Ability to communicate effectively with stakeholders with strong written communication skills
- Ability to multi-task and prioritize daily tasks to meet deadlines timely
- Strong proficiency with Microsoft Excel, PowerPoint and Word

Style:

- Flexible and collaborative approach to working with clients and associates across all levels as well as working as part of a team
- Attention to detail
- Ability to approach problems both logically and creatively
- Proactive and dynamic taking ownership of all of core duties.
- Confident and pro-active approach.
- Use initiative and take responsibility for providing solutions.

THE LIV DIFFERENCE

At LIV we understand that client service delivery and a focus on the resident experience sits at the heart of what we do. We put our customers and our residents first and enjoy the part we play in building vibrant, new communities.

We have worked extensively on large residential developments throughout the UK which has allowed us to develop specific experience and expertise in all the key areas that are relevant to successful management delivery. We are very fortunate to have a talented team and it is their combined experience which ensures we are at the forefront of the industry today.

Many of our competitors *talk* about what services they provide but we believe what makes us different is that we have been delivering these promises now for several years, at sites across the country.

With LIV's plans of further expansion, we would be delighted to see whether you believe you are the right person to continue this exciting journey with us. LIV is an equal opportunities employer.