



**Role: BTR Accountant**

**Reporting to: BTR/ PRS Finance Manager**

**Site: Whitehall Waterfront**

**Direct Reports: n/a**

### **OVERVIEW**

LIV is a leading build to rent and residential block management company, delivering services nationwide. We currently manage tens of thousands of apartments in the UK and are involved in numerous schemes at different stages of development. Our clients include major developers and global investment funds and we also represent thousands of leaseholders nationwide.

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.

As BTR Accountant, you will report to the Finance Manager, who is also based in the Leeds office. This position will support the wider BTR team to serve our clients and tenants in the BTR Sites that we manage.

### **ROLE OVERVIEW**

The BTR Accountant's responsibility is to ensure all payment runs are done monthly and the Client Accounts are prepared and reported on every month, quarter, and year. In your role, you will work closely with the wider BTR team and Finance team. Your responsibilities include but are not limited to:

- Providing a planning, accounting and reporting service for all client activity
- Mapping the financials back to a client's chart of accounts and uploading to their system, ensuring that the cost of all services is fully recovered.
- Balance Sheet Reconciliations
- Bank reconciliations for all client accounts
- VAT reconciliations where required
- Production of reports for Asset Management, Credit Control, and the wider business.
- Contributing to the development and implementation of the Group's business, financial and performance planning frameworks
- Attending quarterly meetings with Finance Manager to discuss objectives and progress.
- Developing, maintaining, and improving a timely system of monthly budget monitoring
- Preparing quarterly Budget Vs Actual Analysis for Clients
- Support the onboarding of new clients

## YOUR BUILDING BLOCKS OF SUCCESS

### Knowledge and Experience:

- Excellent time management and organisational skills, both in reference to yourself and individual projects
- 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
- Experience in Property Management
- Proactive and dynamic taking ownership of all of core duties.
- Accuracy and attention to detail.
- Experience in the formatting of documents.

### Skills:

- Ability to balance day-to-day troubleshooting with managing unresolved issues.
- To be a proactive and motivated individual, who is keen to manage increasing levels of responsibility.
- To anticipate and counter problems before they arise.
- Ability to prepare and give presentations.
- 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:

- Collaborative approach to working with clients and associates across all levels
- Attention to detail
- Ability to approach problems both logically and creatively

## 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.

