



**Role: Block Accountant**

**Reporting to: Manager of Block Finance**

**Location: Leeds**

## **OVERVIEW**

LIV is a leading build to rent and residential block management company, delivering services nationwide. We currently manage 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.

## **ROLE OVERVIEW**

This role sits within the Block Finance department and is a support role for our Property Managers and Site Teams as well as our leaseholders. 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 busy team. We are seeking a confident and ambitious individual who is able to “hit the ground running”.

- To prepare and oversee the full financial handover of both incoming and outgoing schemes (CTAs), liaising with both internal and external parties. (Onboarding and offboarding).
- Complete monthly bank reconciliations including a quarterly review and clear down of historic unreconciled items.
- Preparation of Year end service charge accounts.
- Periodic Client reporting for Service Charge and VAT and other adhoc reports.
- Assisting with leasehold ground rent and service charge queries and posting adjustments to QUBE when required.
- To run various system updates including the month end close down sequence on Qube MRI.
- Month end reconciliation to General Ledger.
- Raising Monthly Ground Rents, Client reporting and remittance of funds to clients.
- Raising charges to leaseholders both planned and unplanned and monthly demand runs ensuring compliance with RICS best practice. (Service Charge in line with budgets and year end accounts, Tenant recharges for utilities, insurance and adhoc charges).
- Maintaining the BMAP accounts (Barclays virtual accounts) on a weekly basis and producing a monthly statement for each account.
- Monthly RICS review of account information and assisting with RICS and ARMA Audits.
- Portal administration – handling leaseholder login or registration queries.

- QUBE maintenance – resolving system faults using QUBE support and expansion of system fields. Amending system templates to ensure adherence to governing bodies guidelines.
- Assist in providing responses to technical leaseholder queries and making corrective postings to QUBE as part of this (if required).
- Supervise staff where required including (Service Charge accounts, Purchase ledger, credit control and Portal administration).
- Provide general support to the Block department.

## YOUR BUILDING BLOCKS OF SUCCESS

### Knowledge and Experience:

- Excellent analytical skills, including advanced excel modelling skills.
- Strong interpersonal skills.
- Proactive and dynamic taking ownership of all of core duties.
- Strong written communication skills.
- Accuracy and attention to detail.
- Ability to gather, assimilate, analyse and effectively summarise information and give briefings/prepare briefing notes as necessary.
- Ability to prepare and give presentations.
- Ideally holds partial or full accountancy qualifications.

## 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.