



Austin Rees
Managing Agents



Graves Son & Pilcher LLP - Job Description – Trainee Accounts Assistant

Job Overview

Graves Son & Pilcher LLP is looking for an exceptional Trainee Accounts Assistant to join their team in managing the finances of their portfolio of clients owning properties in Brighton and Hove, and the surrounding area. You will be an integral part of the team, reporting to the Accounts Team Manager and providing outstanding customer service to our clients, as well as support to our team of property managers. The role is suitable for someone keen to develop an accounting career in the property sector.

Office location: 51 Old Steyne, Brighton, BN1 1HU

Full time: Monday to Friday 9.00am – 5.30pm in the office.

Salary range: £22,000 - £25,000 - dependent upon experience.

Employee benefits package: training, employee recognition/reward scheme, team building events, cycle to work scheme, free eye test voucher, Employee Assistance, community activities. 25 days annual leave plus an additional day during the week of your birthday.

The successful candidate will demonstrate the following:

Competencies:

- **Customer service and strong communication skills** – our goal is to provide outstanding customer service to all of our clients.

Qualifications & experience:

- A good standard of education is essential.
- Excellent communication skills – written, and verbal, presentation of information.
- Good knowledge of Excel.

Attitude:

- Accountable – a willingness to systematically and diligently ensure that essential tasks are achieved on time.
- Thorough – with excellent attention to detail.
- Committed – take pride in your own work and care about your own, and your team's, performance.
- Organised – with the ability to plan and prioritise
- Positive – project an optimistic, can-do attitude.

Key responsibilities will include:

- Supporting the normal processes of an accounts department, for example:
- Purchase invoice processing.
- Updating the property management database.
- Dealing with client, property manager and tenant queries.
- Helping with demand production and posting.
- Scanning and filing.

These are the key responsibilities of the role. There will be other general duties associated with the position. All training will be provided and the successful candidate will have excellent opportunities to progress within the company. To be eligible, a candidate must be legally able to work in the UK.