

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

Job Overview

Graves Son & Pilcher LLP is looking for an exceptional and experienced assistant to join their accounts team in managing the finances for 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.

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

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

Salary range: £25,000 - £30,000 - 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:

- **Financial management** – the ability to interpret financial information.
- **Implementation and accountability** – an understanding of what is required and a willingness to systematically and diligently ensure that essential tasks are achieved on time.
- **Customer service and strong communication skills** – our goal is to provide outstanding customer service to all of our clients.
- **Professional competence** – the ability to consider complex issues and challenges, identify options and plan for resolution.

Qualifications & experience:

- High level of accounts experience and the confidence to tackle difficult reconciliations.
- Excellent communication skills – written, and verbal, presentation of information.
- Able to plan own work and coordinate with colleagues.
- Excellent knowledge of Excel.
- A good standard of education is essential.
- AAT desirable.
- Previous experience in property management, and use of Qube software, an advantage.

Attitude:

- Accountable – take personal responsibility for successfully resolving matters.
- Thorough – pay attention to detail.
- Commitment – take pride in your own work and care about your own and your team's performance.
- Mature – take a calm, measured, common-sense approach to situations.
- Positive – project an optimistic, can-do attitude.

Key responsibilities will include:

- Producing monthly and quarterly client statements and reconciliations.
- Year-end service charge accounts
- Assisting in month end reconciliations
- Assisting in new management reconciliations
- Producing bespoke reports for clients and property managers.
- Budgeting.
- Dealing with client, property manager, and tenant queries.
- Involvement with the normal processes of an accounts department.

These are the key responsibilities of the role. There will be other general duties associated with the position. To be eligible, a candidate must be legally able to work in the UK.

Application:

Please send your CV, in confidence, to r.luckin@riversonggroup.com