

Lettings Client Accountant

A fantastic opportunity has opened for an experienced Lettings Client Accountant to join our team. Intus Lettings has been steadily growing over the last 4 years and has 3 branches. You will be based at our head office in Media City, Salford Quays. We are looking for a team player with a mature, positive attitude and strong work ethic who is looking for a lasting career.

Lettings Client Accountant Experience and Skills Required:

- A minimum 12 months' experience in a similar role
- Attention to detail and high accuracy levels with an investigative approach
- Excellent numeracy, technical and computer skills
- Time management skills and an ability to prioritise your own work load
- Good communication skills and a keen team player
- Problem-solving skills and the ability to deal with Landlord/tenant queries in an efficient and timely manner
- It would be beneficial to have experience with Gnomon or a similar lettings accounting program

Lettings Client Accountant Responsibilities:

- Accept tenant rents, deposits and reference fees daily
- Update rents, contractor and landlord payments on cash tracker daily
- Check authorised works orders and pay weekly after checking landlord funds held
- Process contractor commissions and deduct prior to payment of contract invoices weekly
- Make twice weekly landlord payments and record onto system
- Review and send landlord payment statements within one day of payment
- Distribute arrears report to property managers weekly and follow up any actions
- Register tenant deposits with DPS and pay over funds within 14 days of receipt and record payments on system
- Liaising with the property managers to arrange the release of tenant's deposits
- Deal with Landlord and tenant queries
- Reconcile multiple client accounts weekly on the accounting system
- Separate client account spreadsheet reconciliation to identify the balance held at any one time
- Complete NRL quarterly returns

Benefits:

- Hours 9:30am – 6pm Monday – Thursday, 9:30am-5:30pm on Friday
- Pension scheme, Vitality Healthcare, free eye tests
- Outstanding performance is recognised and rewarded in various forms throughout the year, such as bonuses and social events and awards
- Be part of a company accredited with Investors in People – Silver and winner of Employer of the Year award 2018

Please submit your CV and cover letter to careers@intuslettings.com to apply.