



Property Management Assistant & Accounting

An assistant to the Property Director is required to help with the day to day management of the commercial and residential assets under management. This role will focus on the day to day management of the property which will include, maintaining the property database, liaising with tenants and contractors, organising repairs, administration of the service charge accounts and certain elements of the credit control process. A good telephone manner and the ability to deal with tenants on a face to face basis together with good IT skills are essential.

Any business needs to maintain excellent accounting records and the property industry is no exception. Enthusiasm for ensuring figures go in the right places at the right times is essential. Excellent knowledge and understanding of bookkeeping including the nominal ledger, accruals and prepayments and management reports. Experience of property, rental prepayments and service charge accounting would be beneficial. This role would suit someone who is studying bookkeeping / accounting part time but more senior candidates would be considered.

All roles at TEM offer the opportunity for commercial exposure and to be part of the business and not merely support staff, all team members are required to have a 'roll your sleeves up' approach. Each role will include elements of most of the below as each member of the team will need to be able to provide cover at times of absence.

- Excellent knowledge of Microsoft word and ability to lay out documents and letters
- Corresponding using email and tight management of own email account
- Extensive and accurate use of Microsoft Excel, maintaining databases and using formulas
- Good knowledge of Microsoft PowerPoint to prepare property particulars and presentations
- Ability and enthusiasm to learn and operate any relevant software the TEM use
- Supporting the property team booking contractors, organising site visits, credit chasing, keeping compliance records up to date, preparing service charge budgets
- Supporting the lettings team in the preparation of letting particulars and arranging viewings
- Supporting the events and filming manager
- Compiling research and solutions using the internet, telephone, libraries and contacts
- Any other reasonable duties

The list of tasks is not exhaustive and will develop in accordance with the demands of the business and our growing client base.