

## **Property Accounts Assistant**

### **Salary £17,500 to £18,500**

homes4u are the areas leading property company, offering sales, rentals and property management across our City Centre and South Manchester Branches. Established in 1990, from day one we have committed to offering outstanding customer service and providing value adding services.

An exciting opportunity has arisen for a Property Accounts Assistant to join the homes4u team based in our Property Management Department. Along with a competitive basic salary, we also offer a range of benefits including

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### **What we offer**

- Structured induction programme
- Funded Industry Recognised Qualification
- Commission scheme
- On-going career progression plan
- Access to 100's of benefits and discounts through Perkbox
- Team building events
- Pension

### **About the role**

In the role of Viewings Representative you will be working in a team and will report to the Branch Manager. Your duties will include

- Daily posting of payments to CMS
- Controlling the Direct Debit process
- Processing Landlords and Contractors payments
- Raising invoices
- Reconciling bank accounts
- Completing department daily banking
- Responding to landlord and contractors queries

### **Candidate Requirements:**

We are looking for a highly self motivated individual with the following;

- Previous experience in an accounts role
- Ability to organise and prioritise work effectively
- Strong mathematics and IT ability
- Excellent communication skills
- Well presented, friendly and approachable

- Energetic and enthusiastic with the desire to progress
- Experience using CFP Winman (not essential)

Please apply in writing with your CV and a covering letter. Please do forward this advert to any friends or colleagues who may be interested in taking the next step in their career.

**Hours**

9:00am - 5.30pm Monday to Thursday 9:00am - 5:00pm Friday