



## Job Description

<b>Job Title:</b>	Assistant Accountant
<b>Location:</b>	Hatfield
<b>Contract:</b>	Permanent
<b>Hours:</b>	08.30 - 17.00, Monday – Friday
<b>Reporting to:</b>	Management Accountant

### Place of Work

The Estate office is located within Hatfield Park, Hertfordshire. Travel may be required to other locations.

### Summary of the Role

Reporting to our Management Accountant, we are looking for an enthusiastic Assistant Accountant to join our busy Finance team. Their main responsibility will be overseeing the property ledger including raising rent demands, rent allocations and rent arrears reports along with reconciliations of key balance sheet accounts.

The ideal candidate will bring a desire to ask questions, challenge everything and offer superb support to our colleagues in non-Finance departments. The role offers diversity for someone who enjoys a challenge.

### Main Responsibilities / Duties

- Weekly Rent allocation & Rent arrears reports
- Raise tenant charges
- Maintain property administration
- Monthly rent analysis
- Reconciliation of Tenant ledger control accounts
- Accruals & Prepayments
- Service charge reconciliations and recharges
- Completing bank reconciliations
- Assist finance and wider non finance team with queries
- Project work as defined by Financial Controller

### Essential Skills and Attributes

- Minimum Grade C in English and Maths GCSE
- 2 years' experience of working in a finance department
- Experience with excel
- Takes initiative and is curious when dealing with daily tasks
- Accurate with good attention to detail demonstrating pride in their work
- Ability to manage deadlines & different priorities
- Operates with respect when dealing with internal & external customers

## **How to Apply**

Please send your CV either by email or post, to:

Chris Piggott , Management Accountant  
[c.piggott@gascoyne.org](mailto:c.piggott@gascoyne.org)  
Estate Office, Hatfield Park, Hatfield, AL9 5NB

Closing date: 1st October 2019

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