

# **ROBINSONS - PROPERTY MANAGEMENT**

## **JOB DESCRIPTION**

**Name:**

**Job Title: Accounts Clerk**

**Report to: Client Accounts Manager**

### **1. Receipts:**

- Daily entering of receipts onto the relevant cashbooks and the MUS property management system.
- Where receipts are in the form of cheques, entering them into the relevant paying-in book.
- When required, taking receipts to the bank.
- Daily use of banking software to ascertain monies received electronically or deposited elsewhere and entering the receipts as above.

### **2. Invoicing:**

- Preparing tenant accounts, making sure that charges have been raised via budgets, AGM agreement, previous expenditure or rent reviews prior to invoicing.
- Raising monthly, quarterly, half yearly, yearly or ad-hoc invoices to tenants.
- Where necessary, calculating rents or interest due, prior to invoicing.
- Raising Section 166 Notice to Long Leaseholders of Rent Due re the Common and Leasehold Reform Act 2002 notices where applicable.

### **3. Arrears:**

- Dealing with tenants and lessees who are in arrears with their rent or service charges, maintaining the accounts on the computer.
- Actively pursuing tenants and lessees by way of chasing letters, emails and telephone calls.
- Where necessary, preparing and submitting court papers and corresponding with relevant mortgage companies.
- Producing reports regarding arrears for the partners or clients as and when required.

### **4. Direct Debits and Standing Orders:**

- Administering all direct debit collections, including producing mandates, writing and distributing letters, calculating periodic amounts to be collected, entering lessee information and collection details on the banking system, ensuring advance notices and collections are submitted by the relevant date and entering the relevant information onto MUS.
- Administering payments by standing order, including producing mandates, writing and distributing letters, and calculating periodic amounts to be collected.

### **5. Tenant Records:**

- Ensuring the correct record of tenant information on the MUS system.
- Dealing with notices of transfer and/or charge, following the sale or re-mortgage of properties. This will include entering information on the system, repaying credits where necessary, ensuring information is correct, sending invoices where necessary, with standing order / direct debit mandates and a suitable letter.

## **6. Reserve Accounts:**

- Administering the reserve or rent deposit accounts held by properties or individual lessees/tenants.

## **7. Reports**

- Producing financial reports as required.

## **8. Office Enquiries:**

- Dealing with enquiries via telephone, post, and email and with visitors to the office in connection with the accounts.

## **9. Bank Reconciliation:**

- Reconciling the cashbooks with the bank statements and also to the individual clients' records on the computer.

## **10. Invoice Payment:**

- Entering purchase invoices on landlord and property account. Check funds available on landlords following the authorisation by surveyors.
- Pay invoices on MUS and enter in the relevant cashbook.
- Make payment on bank system.

## **11. Year End Accounts:**

- Helping towards the preparation of Property Year End Accounts to send to accountants as necessary.

## **12. Checking of Statements:**

- Checking of all clients' statements after preparation and before being sent to clients.

## **13. Other Duties**

- Filing completed paperwork in relevant place
- Any other duties that Management may require from time to time in connection with the accounts department

## **14. Working Practices**

- You will be required to abide by the Management Department's Guide of working practices.
- You will be required to abide by the Partnership Guidance Manual, which will be available for inspection within your office.
- You must maintain strict confidentiality on all matters and comply with the RICS Code of Practice.