

Job Title – Accounts Administrator (Letting Agency)

Job Description

An exciting opportunity has arisen within our Accounts department for an Accounts Administrator. The duties are varied and among others consist of processing of rental payments, settling contractor invoices as well as generating and reviewing landlord and tenant statements (see full list on next page). You will have a good eye for detail, a pleasant telephone manner, and enjoy working as part of a team.

About ARPM

ARPM are a specialist company offering outsourced services exclusively to estate and letting agents. ARPM gives its partner estate agents flexibility and freedom to benefit from a rewarding lettings business without having to worry about administration, legal obligations, maintenance and money collection. Our clients range from independent agents to the largest UK estate agency franchisor and our services cover the whole of the UK.

Job Details – Overview

- Full time position – Monday to Friday: 9.00am– 6.00pm
- 4 month probationary period
- Location – Office based, Rickmansworth
- Salary range £18,000 - £22,000 p.a. depending on experience

About You - Experience Required

- Numerically capable, analytically minded, well organized, well presented and confident
- Achieved grade B or more at Maths and English GCSE level or equivalent
- Have advanced experience in MS Excel, Word and Outlook
- Experience working in purchase ledger or Sage 50 Accounts or previous experience in a similar role

Career Progression

There are excellent opportunities to grow with the company with the following suitable roles:

- Senior Client Account Manager

Main Duties

Client/Deposits Account

- Tenant rent collection by standing order/card payment etc
- Monthly statements to landlords
- Produce monthly statements for partner agents using excel
- Processing daily/weekly/monthly bacs payments
- Bank reconciliation of office/client accounts etc
- Transfer and lodge of tenant security deposit into TDS/DPS
- Payments to contractors
- Quarterly Tax returns for oversea's landlords

Outstanding monies

- Chasing tenant rent arrears according to arrears management process
- Chasing landlords for outstanding renewal fees etc
- Chasing contractors for outstanding kick back payments

General accounting/other duties

- Purchase and sales ledger using Sage
- General credit control duties inc creditor lists etc