

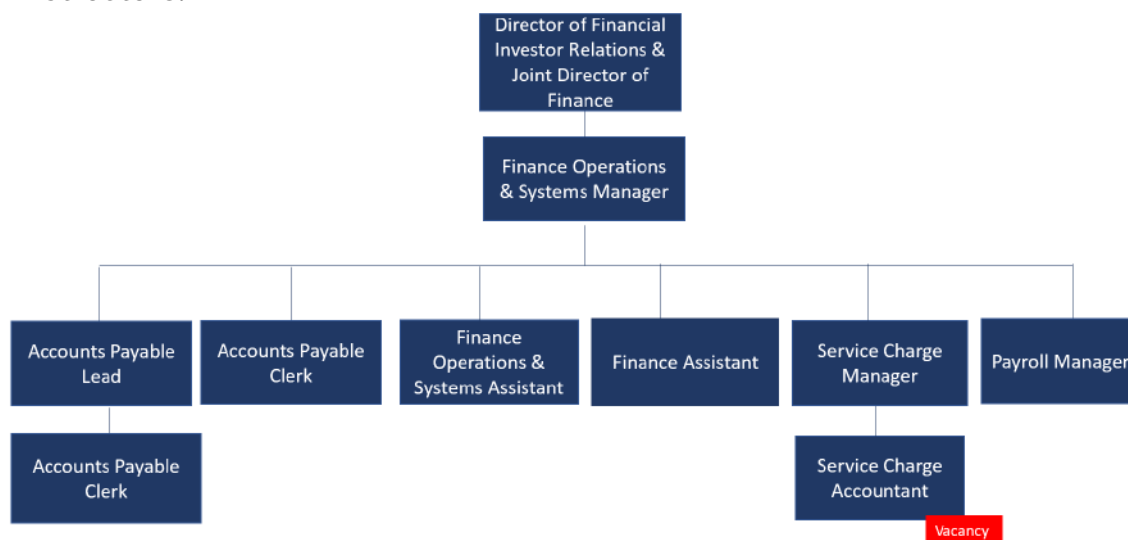
Job Title: Service Charge Accountant
Department: Finance Operations
Contract Status: Permanent / Full-time
Hiring Manager: Jean Francois Carver – Service Charge Manager
HR Contact: Felicity Kelly – Junior HR Business Partner
Closing Deadline for applications: Feb 2024

An exciting new role has arisen for a service charge accountant to join the Finance team at GPE.

The Finance team plays a key role at GPE which has responsibility for a wide range of work that spans core finance operations, joint venture accounting, FP&A, tax, corporate finance and investor relations. This role reports to the Service Charge Manager and will suit an individual who is looking for a role involving a wide range of service charge duties operating in a busy and fast-paced team. The role requires someone who has at least 2 years of service charge experience.

GPE is a highly respected central London property investment and development company quoted on the London Stock Exchange. The Company, which employs around 140 people, owns around £2.5 billion of real estate – primarily commercial offices including their growing flexible workspace (Flex), but also retail - 100% in central London with a rent roll of approx. £100 million per annum. The business focuses on acquiring, managing and repositioning properties – to unlock their full potential and value. This approach, combined with successful reading of the real estate market, continues to deliver great performance for shareholders and makes for a dynamic environment in which to work.

Team Structure:



Main Responsibilities:

You will have responsibility for a variety of matters across several areas in the service charge function.

Your key responsibilities will include:

Charges on Account

- A Service Charge Accountant works with the Customer Experience Manager to ensure that 25% of the anticipated annual budget is demanded each quarter.

Purchase invoices

- A Service Charge Accountant reviews invoices relating to service charges.

Best practice

- A Service Charge Accountant is responsible for calculating the management charge structure in conjunction with the Portfolio Managers.

Budgeting

- In good time before the beginning of each year, the Service Charge Accountant generates a realistic service charge budget, coordinating the input of everyone involved including the Service Charge Manager, Customer Experience Manager, Building Surveyor, Head of Customer Experience – Ready to Fit and the Director Customer Experience & Relationships.

Balancing charges

- A Service Charge Accountant oversees the auditing of service charge accounts and calculates balancing amounts following the end of each service charge year. They are also responsible for preparing the balance of service schedules.

Ready for Sale

- A Service Charge Accountant is responsible for ensuring that all service charge accounts are kept up to date to enable provision to a prospective purchaser.

Corporate responsibility

- A Service Charge Accountant is responsible for ensuring that the Company's CR values and objectives are actively pursued in his area of work.

Other general duties

- Assisting with year-end and interim audits, liaising with the external auditors to answer queries and provide samples where required;
- taking ownership of the service charge tracker, ensuring that it is updated and sent out weekly basis with up-to-date comments and the status of each property;

- assisting with the reconciliation of the utility nominal codes to ensure the charges have been correctly raised;
- assist in clearing down service charge related nominal codes at the interim and year-end; and
- provide support to the Service Charge Manager and the wider team on ad hoc tasks as required.

Performance measurement

- Management of service charge expenditure and recovery to minimise the level of under-recovery;
- timely reconciliation of service charge accounts for the interim and end-of-year reporting cycle; quality of communication with customers on service charge issues (including nature and quantum of customer response to budgets); and
- quality of communication with other disciplines and, in particular, the Customer Experience and Relationships team, Building Surveyors, Portfolio Managers and Credit Controller.

Skills and Experience Required

- At least 2 years' service charge experience, preferably within the Property sector;
- Aptitude for fostering positive relationships;
- Attention to detail and the ability to work as a team player;
- Excellent written and oral communication skills;
- Quick learner and willingness to take on new responsibilities;
- Ability to interact at all levels of GPE;
- Good planning and organisational skills and the ability to work well under pressure, prioritise effectively and meet deadlines;
- Good working knowledge of Microsoft Office and accounting systems.

Personal Attributes

- Flexible and collaborative working style;
- Approachable and polite;
- Problem-solving attitude;
- Conscientious, keen to learn and delivers on commitments
- Diligent and consistent attitude; and
- Excellent interpersonal skills.

Live by our Company Values

- We achieve more together

- We are committed to excellence
- We are open and fair
- We embrace opportunity

As a Disability Confident employer, we will ensure that a fair and proportionate number of disabled candidates that meet the minimum criteria for this position will be offered an interview. Moreover, we will ensure that reasonable adjustments are made for applicants during the recruiting process. We encourage candidates to confirm any requirements that we can reasonably fulfil to make the application process a positive experience for all candidates. If you would like to provide any feedback on your application process this would also be welcome by emailing hrsupport@gpe.co.uk.