



MONKS

JOB DESCRIPTION

JOB TITLE:**RENTAL ACCOUNTS CLERK****REPORTING TO:****DIRECTOR****OBJECTIVE:****To maintain efficient and effective day-to-day control of the Rental Department financial function.**

Due to the nature of this post there will be the need to respect, at all times, the requirement for a high level of confidentiality (and security) in all aspects of the post holders' activities

MAIN DUTIES

1. Management and monitoring of all incoming rents and payments, to include tenancy holding deposits, rents and deposits
2. Management and monitoring of Landlord debit balances including arrears.
3. Management and maintenance of the Deposit Protection Scheme in accordance current legislation.
4. Oversee, monitor and reconcile cash and cheques received.
5. Liaise with Tenants and Landlord when required
6. Management of rental arrears and preparation of weekly arrears reports.
7. Maintaining debit control to ensure prompt and accurate payment to suppliers and contractors.
8. Administer office Petty Cash, submission of receipts and recording of expenditure.
9. Daily reconciliation of Client Rent and Client Deposit Accounts.
10. Preparation and transfer of Month-End and Year-End Reports.
11. Assist with Company Accountants and other professional advisers on such matters as Audit, Tax, etc.
12. Quarterly report to HMRC for overseas Landlords and submission of annual reports
13. Collate and provide meaningful reports, data and statistical information as required.
14. Participate in financial/quality audits as necessary.
15. Ensure all records, files and procedures, within the finance function are maintained, updated, accurate and in accordance with Data Protection Act 2018.
16. Maintain constant, proactive and close liaison with the Lettings Manager and Director on all financial matters.
17. Assisting with Property Management System and liaising with Software Company when necessary.



MONKS

GENERAL DUTIES

1. Operate within the Company's policies, procedures and systems.
2. Plan to optimise the achievement of results by showing concern for excellence.
3. Project a positive image of oneself and the company to others.
4. Attend and contribute to meetings as necessary.
5. Ensure and maintain a strong customer service focus.
6. Liaise with external agencies (including clients, suppliers etc.) as necessary.
7. Recommend, monitor and control the use of resources.
8. Actively participate in continued personal training and development activities to meet Company requirements.
9. Assist in other departments/areas of the business as and when required.

Sign:.....

Print:.....

Date:.....