



# MONKS

## PERSON/JOB SPECIFICATION

<b>Job Title</b>	<b>Rental Accounts Clerk</b>	
<b>Summary</b>	<p>Looking for a skilled communicator who brings a personal touch to work every day ensuring clients and customers enjoy an exceptional level of service, effectively answering queries, confidently addressing issues and carrying out all the detailed administration within the Rental Accounts function.</p> <p>Candidates must be organised with attention to detail and be highly ethical in their approach and put the customer at the heart of what they do.</p> <p>Although you are part of the lettings team, you must organise your daily, weekly and monthly tasks to ensure the financial function of the lettings department is covered.</p>	
<b>Department</b>	Lettings	
<b>Location</b>	Shrewsbury – 10a/11 Shoplatch, Shrewsbury, SY1 1HL	
<b>No. of Positions</b>	1	
<b>Term</b>	Part Time – minimum of 25 hours per week to 30 hours (TBC) Permanent with an initial six month probationary period	
<b>Salary Band</b>	Starting salary – Competitive salary (depending on qualifications and experience)	
<b>Responsibilities</b>	To maintain efficient and effective day-to-day control of the Lettings Department financial function.	
<b>Terms and Conditions</b>	<p>Hours of employment: Monday to Friday (9.00am to 2.30pm) – 27.50 hours per week (TBC)</p> <p>Training: Initial three months training to suit the role and continuous professional development.</p> <p>Holidays: 5.6 weeks (this includes public holidays).</p>	
<b>Experience &amp; Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
	<ul style="list-style-type: none"> <li>• Having worked in a similar role and in an office environment. Admin and Accounts experience.</li> </ul>	<ul style="list-style-type: none"> <li>• AAT Accounting (Level 2) Foundation Certificate in Accounting</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Good accounting skills</li> <li>• Good administrative skills</li> <li>• Good organisation skills</li> <li>• Excellent communication skills</li> </ul>	



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	<ul style="list-style-type: none"><li>• Excellent interpersonal skills</li><li>• Excellent time management skills</li><li>• Working effectively within a team</li><li>• Quick learner</li></ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• IT literate</li></ul>	
<b>Characterises</b>	<ul style="list-style-type: none"><li>• Self motivated – self starter</li><li>• Methodical</li><li>• Dynamic</li><li>• Assertive</li><li>• Flexible approach</li><li>• Reliable</li><li>• Concern for excellence</li><li>• Enthusiastic</li><li>• Good sense of humour</li></ul>	

<b>Application Process/ How to apply</b>	<b>Curriculum vitae together with covering letter sent to:  patricia@monks.co.uk</b>
<b>Job Posted</b>	7 <sup>th</sup> November 2024
<b>Closing Date</b>	<b>30<sup>th</sup> November 2024</b>  Only candidates selected for an interview will be contacted.

Monks, bringing people and property together

**H** –Honest – Straightforward and easy to deal with.

**O**- Original – Innovate and we deliver.

**M**- Motivated – Drive, energy and enthusiasm to make a difference

**E** – Empathetic – Real, normal and human