



## Accounts Assistant

### Company Overview:

Established in 1938, the practice operates predominantly across Surrey, North Hampshire and the South East region providing a wide range of property consultancy and management expertise.

Our offices are located in Camberley, Farnham, Weybridge and Woking.

Our experienced and accomplished Chartered Surveyors and professional personnel are enthusiastic about delivering successful property solutions and services across a large and varied property management portfolio.

This accounts assistant role is intrinsically involved with this important area of our business.

Curchod & Co are committed to providing the finest quality of service and advice, more detail about our company can be found at: [www.curchodandco.com](http://www.curchodandco.com)

### The Role:

- Property Accounts Assistant based in Weybridge to deal with our client accounts.

### General Duties and Responsibilities:

- Broad area of responsibilities
- Processing bacs receipts and cheques
- Checking contractor invoices and paying contractors
- Updating tenant information with lease renewals
- Producing client statements
- Bank reconciliations

### Skills and Knowledge:

- Good bookkeeping skills including purchase and sales ledger
- Vat reporting and bank reconciliation
- Knowledge of property accounting and the regulations
- Good telephone manner
- An ability to work independently and in a team
- Demonstrate a positive, can-do attitude

**Qualifications:**

- AAT Level 2 or 3 desirable but not essential

**Experience Preferred/Essential:**

- Property accounting experience or similar essential
- Knowledge of Service Charge accounting preferred but not essential

**Professional Development:**

- Training on our property management system Qube
- We will support personal advancement where commitment is shown.

**Competitive salary and package available**

***Please Note:** Curchod and Co will not pay agency fees where speculative and/or unsolicited CVs are submitted by any means. For any CVs which are submitted without agreement from the Curchod and Co HR team, then we reserve the right to contact and work directly with these candidates without payment of any agency fees at all.*