

## Job Description

Job Title	Assistant Client Accountant
Business Unit	Real Estate Management
Location	Birmingham
Reports To	Client Accounting Manager

### Company Overview

Avison Young is one of the world's fastest-growing commercial real estate firms. This growth is a testament to the commitment we've made to our clients and our employees. We are different. We have designed our organization to be highly collaborative and focused on one thing: creating the best solutions for our clients to deliver long-term success. We will continue to evolve, striving to meet the changing needs of our industry, our clients and our employees, but we will remain true to our values, culture and vision.

### Why work for us?

We believe our industry is changing and we want our business to be a company of curious minds, passionate hearts and strategic intelligence. At Avison Young, we are committed to hiring people from all walks of life who have a collaborative style and innovations focus; we believe a diverse and embracing workforce makes for a stronger, more capable and competitive company. We will provide you with a place where you can step up and change the game.

Collaboration is embedded in the way we work - our people have the autonomy to collaborate on client relationships, engage teams across the business, lead operations, work collectively on projects, participate in strategy and are ultimately responsible for our growth.

Our distinctive Principal-led, privately-owned model puts us in the enviable position of being able to offer every employee the opportunity to own a share of our business and inspires and allows anyone to become a Principal. This role carries voting rights, so our people have a very real say in the future direction and operation of our business. This means that we are able to attract, engage and retain the best talent.

### Overall Purpose of Job

This role within the busy Investment Client Accounting team is to support the Client Accountants and Client Accounting Manager in all aspects of property maintenance on our database and to assist with month end financial reporting to our Clients. This will include assistance with the preparation of annual service charge accounts to support the team and deliver to department KPI targets. This role will also provide a level of accounting administration support to the team.

An important focus is on daily processing and strong communication skills to ensure delivery of duties in accordance with our QA procedures.

### Main Duties, Responsibilities & Accountabilities

The successful applicant will be required to perform the following duties:

- Prepare Client Reporting packs on some standard Rent only clients
- Prepare payments to external suppliers and clients
- Bank Reconciliations and the clearance of reconciling items within a timely manner
- Other Reconciliations and trackers to include but not limited to funds received and Payments to Client preparation for review.
- Full participation in the month end/year end close process
- Facilitating recharges of all kinds to tenants
- Liaise with internal team members to resolve tenant queries

No job description can fully represent every issue which may arise within the post and the post holder is expected to carry out other duties from time to time that are broadly consistent with those in this job description.

#### Desired Knowledge, Skills and Experience

Ideal for any individual with the motivation to learn and develop their existing skills, the selected candidate will have the following:

- Positive attitude and a willingness to learn and develop.
- Attention to detail, specifically when updating database information
- Strong analytical skills and an ability to work with large amounts of data.
- Experience of working to tight deadlines .
- Ability to listen to the stakeholders request, interpret and provide a resolution .
- Ability to deal with high volumes of work and prioritise accordingly .
- Excellent communication skills .
- High level of IT knowledge , including advanced knowledge of Microsoft Excel.
- Autonomy and ability to work with minimal supervision .
- Flexibility and commitment to completing the task in hand .
- Enthusiasm to learn about the company, department and property regulations .

At Avison Young, we are committed to building an inclusive culture that empowers all of our employees to thrive, be successful and feel a sense of belonging. Avison Young is an equal opportunities employer, and is committed to treating all its employees and job applicants equally. If you are person with a disability, if you are neurodivergent, or if you have a condition that you believe may affect your performance during our selection process, Avison Young will be happy to make reasonable adjustments to our processes for you.