

Job Title	Utilities Analyst
Business Unit	Real Estate Management
Location	Birmingham
Reports To	Utilities 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 have 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. The finance team within Real Estate Management (REM) are a key element of the overall REM Business Unit within Avison Young providing financial real estate management services on behalf of a broad range of clients. 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.

## Overall Purpose of Job

This role reports to the Utilities Manager but has a direct link to the client delivery for one of REM S biggest clients. The role will support the accounting, property management and facilities management teams will all aspects of utilities provision.

For the finance provision this role is responsible for validating utility invoices which are non recoverable , ensuring that the invoices applied to the system are only for vacant utilities and that the charges are reasonable. This role is also responsible for validating, raising and reconciling recharges to tenants on a monthly basis , as well as updating cash reconciliations on a quarterly basis.

This role will also support any utility queries raised by the FM and PM teams as well as supporting any audit queries raised in the service charge process to ensure a prompt resolution of queries.

## Main Duties, Responsibilities & Accountabilities

- To ensure all costs raised on the landlord 's ledger are accurate and valid
- To recharge utilities on a prompt basis each month
- To ensure that on account charges are raised in a reasonable manner and reconciled on a quarterly basis
- To complete the cash reconciliations for utility recoverabilities on a quarterly basis
- To complete the balancing charges for on account tenants in a timely manner at the end of each year
- To facilitate the resolution of any utility queries as part of the service charge audit.
- To lead on resolution of any supply issues liaising with our external utilities agent.

No job description can fully cover 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

- Experience of working in a property accounting environment.
- Knowledge of basic accounting principles for example double entry, accruals and prepayments.
- Experience of working in a busy fast paced team.
- Ability to work as part of a team and contribute in a positive manner to the overall performance of the team.
- Ability to manage and prioritise accordingly, and deal with high volumes of work.
- Flexibility and commitment to completing the task in hand.
- Excellent interpersonal and presentation skills.
- Attention to detail skills to submit reports and reconciliations for review.
- Excellent communication skills and ability to work with a variety of stakeholders.
- Advanced Microsoft knowledge
- Positive attitude
- Self-motivated to maintain output and able to work from home at times

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 a 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.