

Job Description

Job Title	Assistant Corporate Accountant
Business Unit	Property Management Accounts
Location	Birmingham
Reports To	Finance Manager - Occupier Services Finance

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. 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 innovation 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 inspire 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

Reporting to the Finance Manager, this role is part of a cohesive and well-balanced team within Property Management Accounting. Supporting the day-to-day activities for client delivery, whilst completing financial amendments resulting from database updates and processing invoices including reviewing, analyzing, obtaining approval, and saving to client files. Dealing with supplier queries in a timely manner with our finance mailboxes being maintained and kept up to date.

Main Duties, Responsibilities & Accountabilities

This role will require an individual that possesses a varied accounts department background and will be required to perform the following duties:

- Responsible for financial amendments following changes in database lease updates .
- Matching, batching, and coding supplier invoices, obtaining authorisation whilst adhering to various client procedures for processing invoices .
- Verifying head lease invoices back to the database and where variances are found, investigating, and seeking approval .
- Saving invoices to the relevant client files .
- Liaising with suppliers and landlords to assist with resolution of supplier queries .
- Monitor credit balances , agreeing these can be offset on future payments or request refund s from suppliers .
- Working on multiple finance inboxes managing all correspondence in a timely manner .
- Assist Corporate Accountants with the monthly and quarterly financial reporting .
- Updating compliance reports relevant to the team and clients .
- Adhering to RICs guidelines .
- Preparing documentation for all payments and liaising with Cashiers and Treasury Compliance on all banking related issues i.e., new supplier set ups and bank reconciliations .
- Support the Corporate Accountant s in clearing bank reconciliations, and any items held in suspense .
- Liaise and work with the Credit Control team to ensure prompt debt collection and management of arrears .
- Respond to and liaise with PMA Helpdesk to resolve general tenant queries .
- Liaise and work with the surveyors with day-to-day queries .
- Adhere to the PMA quarterly timetable for key processes and operations .
- Full awareness of the documented processes and procedures relevant to the role .
- To deliver the processes within the team, ensuring we achieve all internal and external KPI measurements.
- Supporting to review current processes within the team and identifying opportunities to streamline whilst still maintaining a controlled and risk adverse environment.
- Assist in the various team tasks and drive any ad hoc projects within the team as and when required .

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

- Experience of working to tight deadlines
- Strong analytical skills
- Problem solving abilities
- Ability to deal with high volumes of work and prioritise accordingly
- Excellent organisation and communication skills
- Accuracy and attention to detail
- Ability to work with a variety of stakeholders - Surveyors, Accounting team, Rates team, Support Teams and Data Team as well as several client contacts. Ability to listen to the stakeholder's request, interpret and provide a resolution.
- Good Microsoft Office and Excel skills
- Autonomy and ability to work with minimal supervision
- Excellent work ethic with an energetic approach

Desired Knowledge, Skills, and Experience

- Ability to work as part of a team and contribute in a positive manner to the overall performance of the team . A good team player , with a can-do attitude.
- Flexibility and commitment to completing the task in hand
- Professional and efficient manner with a drive to succeed and deliver a high level of service to our clients.
- Confidence to deal with all levels of seniority
- Enthusiasm to learn, motivated and a positive attitude towards their work . Ideal for any individual with motivation to learn and develop any existing skills.

At Avison Young, we are committed to building an inclusive culture that empowers all 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.