

Howkins & Harrison LLP

Job Description

Job Title: Clients' Money Accounts Assistant

Reports to: Clients' Money Accounts Manager

Overall purpose of job:

To support the manager in the processing and management of clients' money.

This post is governed by RICS Accounts Rules.

Main Duties

- Allocating and inputting cash received
- Generating landlord statements and making payments
- Bank and balance reconciliation
- Data processing
- Liaising with various departments and clients
- Keeping databases updated
- Filing
- Any other reasonable request made by line manager

Person Specification

Criteria	Essential	Desirable
Qualifications Studying towards AAT Foundation/Intermediate level		✓
Skills/abilities (such as oral or written, manual dexterity etc) Keen attention to detail and getting things right Good computer skills Team player Ability to communicate at different levels within the company Ability to cope with a continuous workflow	✓ ✓ ✓ ✓	 ✓
Experience Sound working knowledge of Microsoft Excel Methodical processing of data Meeting strict deadlines	✓ ✓ ✓	