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avisonyoung.ie



Role: General Accounts/Property Accounts

Term: Contract role for circa 7 months

Responsibilities

- Monthly and quarterly billing for various clients in accordance with lease agreements
- Debtors: Credit control duties including account reconciliations, calls, letters and email to tenants in arrears
- Receipts processing and reconciliations of bank accounts
- Creditors: Supplier invoicing process on the system and arrange payments
- Preparation of quarterly budget v's actual spend on service charge for review
- Preparation of figures for annual service charge audits
- Liaising with property manager and running various ad hoc reports as required
- Transfer of client rent monies
- Recharge invoices on tenant accounts as required
- Liaise with clients regarding rent monies, arrears and monthly reports
- Prepare VAT returns
- Issue management fees
- Various billings for other clients

Qualifications

- Proven previous experience in a similar role
- Experience with Qube property management software is desirable
- Part qualified accountant or degree in accounting

Further Information

Please submit your CV and covering letter either by post or email to:-

Maria Bedford
Avison Young
86 Merrion Square
Dublin 2
D02 YE10
Ireland

E: maria.bedford@avisonyoung.com

The closing date for applications is **10th August 2022.**

Principals & Directors: Fergal Burke MSCSI MRICS (Managing), Cornelius J. Cronin FSCSI FRICS (Chairman), Roger D. Keogh MSCSI MRICS, Thomas Kirby MSCSI MRICS, Daniel Cronin MSCSI MRICS.

Directors: John Algar MSCSI MRICS, Christopher Boyle MSCSI MRICS ACI Arb, Siobhán Murphy MSCSI MRICS, Bruce Dodd MSCSI MRICS.

Divisional Directors: Mark Headon

Associates: Helen Fletcher BA FSCSI MRICS ACI Arb, Lynn Kelly B.Sc. (Surv.), Patrick Kirwan MSCSI MRICS, Tracy Horan MSCSI MRICS, Maria Bedford ACCA, Gavin Quinlan MSCSI MRICS, Ivor Ashe MSCSI MRICS Catherine Loughnane MSCSI MRICS

Donal O'Buachalla & Co Ltd., trading as Avison Young. **Company Registration No.** 36585.

VAT No. IE 0052554N. **PSRA No.** 001234.

Belfast Office: +44-28-9031 6121. **Principal & Managing Director:** Christopher J. Bret B.Sc. MRICS.

