

# Job description

## Property Accounts Manager

<b>Immediate team</b>	Strategic Property
<b>Service team</b>	Development and Corporate Landlord
<b>Line manager's job title</b>	Strategic Property Manager
<b>Number of direct reports</b>	0
<b>Salary and grade</b>	£44,747 - £51,005 per year, Grade 6
<b>Duration of role</b>	Permanent
<b>Hours per week</b>	37
<b>Location</b>	The designated office base is Abbey House, Abingdon. The councils operate in a truly flexible, and hybrid way where the focus is on outcomes not where you work.
<b>Employing council</b>	South Oxfordshire
<b>Probationary period</b>	Six months
<b>Notice period</b>	One month
<b>Annualised hours apply</b>	Yes
<b>DBS check required</b>	No
<b>Date job description updated</b>	September 2024

## About the role and what we're looking for

### Job Purpose

This is an exciting opportunity to work in a busy and forward-looking Strategic Property team serving two district councils.

We are seeking to appoint an enthusiastic and highly motivated Property Accounts Manager to provide professional financial services and advice to support the delivery of the Strategic Property function with responsibility for overseeing the property accounting function for both councils' property portfolios.

The post will work with the Strategic Finance team to provide analysis and reporting of financial data to inform the work of the function ensuring compliance with the council's financial regulations, the CIPFA code, and the applicable corporate financial systems and procedures.

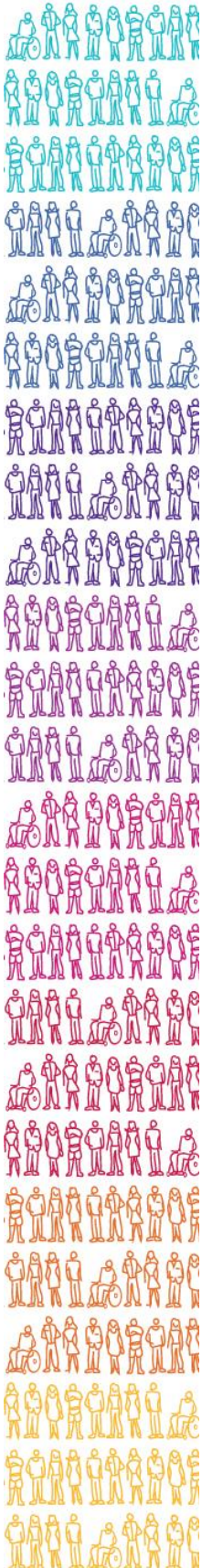
### Main duties and responsibilities

- To act as an advisor to the Strategic Property Manager, providing detailed information to enable effective service planning and decision-making. The postholder will also work with the Principal



### Accountant in the Strategic Finance team.

- To provide input in relation to the monthly financial monitoring reports relating to the Strategic Property Team.
- To work with the Strategic Finance team to ensure that the financial information in the Finance system is accurate.
- To provide forecasting information to the Strategic Finance team to assist the councils in the preparation of the revenue outturn return in accordance with agreed timetables and to agreed standards.
- To support the preparation of financial information required for government and statistical returns in accordance with agreed timetables, where appropriate.
- To monitor and forecast income in relation to the councils' property portfolio liaising with the Property Surveying Team Leader to ensure that income is maximised and collected in a timely manner.
- To prepare service charge budgets where appropriate, interrogating the councils' finance system for information and liaising with colleagues as required and interrogate service charges which the council is liable for.
- To manage and resolve all financial queries from landlords, tenants, colleagues and third parties.
- To deal with debt management / recovery on behalf of the Strategic Property team.
- To work with colleagues in the service to capture accurate operational costs for each individual asset.
- To provide current year and forward forecasts of income and expenditure for corporate properties.
- To provide financial information to colleagues to assist with strategic property reviews and option appraisals.
- To review methodology and integrity of modelling when developing business cases as required.
- To respond to queries from the councils' external auditors in relation to property financial information.
- To recover professional fees from third parties where appropriate.
- To implement robust monitoring of staff time on capital projects, in liaison with the Strategic Finance team, to enable capitalisation of costs.
- To identify new opportunities for revenue generation / savings.
- To build and maintain technical knowledge in accordance with professional standards and guidelines, including the update and creation of procedure notes to enhance processes in order to improve and streamline the function.
- To embed a culture of continuous improvement, building skills and knowledge amongst staff within Strategic Property.



- To undertake any other reasonable duties that may be required.

## About you

### Your essential skills, knowledge and experience

- Strong all round accounting knowledge.
- Ability to collect, appraise, analyse and evaluate information.
- Strong organisational, interpersonal and communication skills, both written and spoken and the ability to plan and prioritise self and the team.
- Diplomacy, tact and negotiation skills both internally and externally across all levels of leadership.
- Ability to analyse financial data and produce and evaluate meaningful management information.
- Ability to troubleshoot, problem solve and think laterally.
- Good understanding of a Financial Management System and Property Information Management System.
- A sound understanding of accounting requirements.
- Numerate with a high degree of accuracy.
- Excellent IT skills, proficient in Excel and Word.
- Experience of maintaining financial records, budgets and case files.
- Experience of preparing financial reports and analysis for senior stakeholders and decision-makers.
- Understanding the need to comply with the council's constitution, including its contract and financial procedures and regulations.
- Understanding and experience using data, financial information and performance measures to produce meaningful reports and evidence to support recommendations.

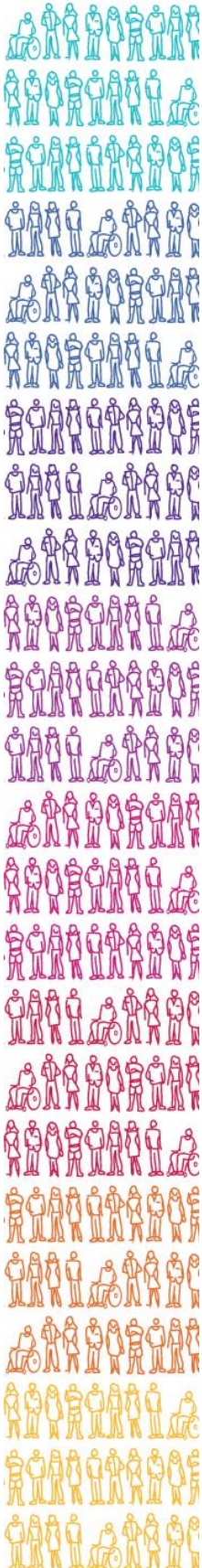
### Your essential qualifications

- Educated to A-level or equivalent.
- Association of Accounting Technicians (AAT) Qualified or equivalent.
- Minimum of 3 years' experience working in an accounting role within the public sector or property related environment.

### If you have the following experience or qualifications – it's a bonus

- Knowledge of Concerto (Property Information Management System) and UNIT4 financial software would be an advantage.





- Experience of a complex property portfolio.
- Experience of debt management processes.
- Experience of implementing financial policies and procedures – essential.
- Experience of writing reports and papers.
- Experience in handling internal and external audit processes and meeting audit requirements.

### Your style and behaviours

- ability to work on own initiative
- confident working with non-finance staff
- well-developed communication skills
- an inclusive team player who can achieve performance and results through others
- display accountability and responsibility
- ability to communicate in a clear manner, seeking the views and opinions of others
- able to identify and then provide solutions to problems.
- able to prioritise your own workload
- prepared to change own plans in the short and medium-term to fit in with organisational needs and changes
- visible, approachable and accessible, with high standards of both personal and professional ethics and credibility
- aware of own strengths and weaknesses and committed to addressing areas for development
- demonstrates a commitment to self development
- political awareness

### Work related requirements:

This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies.	No
Politically sensitive post	No
DBS check required	No
Full driving licence and use of a car for work	Yes
This role requires you to drive a company vehicle for work	No

### About us

Our vision and values are important to the councils, and we expect you to support them and embed them in the way we work.



## Our Vision

We are customer focused and approachable. We are honest and open and are committed to providing high quality cost-effective public services.

## Our Values



### Working Together

We are a committed professional team, who embrace change and help one another improve



### People and Planet

We care about each other and the environment we share



### Respect

We act with integrity, and champion diversity and inclusivity



### Accountability

We take ownership, do what we say, strive for clarity and welcome feedback



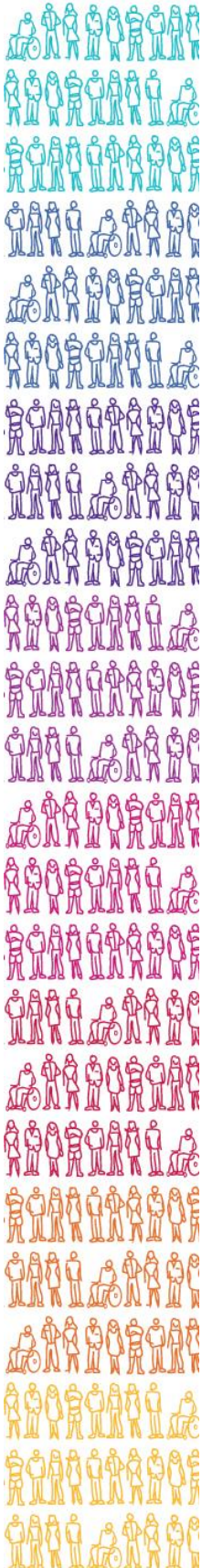
### Approachability

We are open, honest and accessible

Our vision and values are important to the councils, and we expect you to support them and embed them in the way we work.

## The benefits we offer

- A basic 25 days **annual leave** per annum, rising to 30 days after five years. You also have all the bank holidays to look forward to and time off between Christmas and New Year.
- **Flexible working and annualised hours** – a flexible approach to work that our employees love!
- **Salary pay awards** – most jobs give scope for a pay increase after six months or the following April (depending on your start date) and we also review salaries each April.
- A generous career average **pension** scheme which includes life insurance of three times your salary
- The opportunity to **purchase a bike** through Cyclescheme (cheaper



than directly through a store) so that you can cycle to work!

- Various schemes to **keep you healthy** (reduced gym membership, free swims, free eye tests for DSE users and more)
- We give you two days per year to **volunteer** within the local community.
- A range of resources, support, and activities to help you maintain your **wellbeing** including a monthly wellbeing hour in addition to annualised hours (the ability to work flexibly as long as, over the course of the year, you complete your contracted hours) and annual leave.

### How to apply

Having read about our role if you have any questions please email Karen Lister at [karen.lister@southandvale.gov.uk](mailto:karen.lister@southandvale.gov.uk)

If this job excites you please complete our online application at <https://southandvale.livevacancies.co.uk/#/>  
We look forward to hearing from you.