



PROPERTY ACCOUNTS & CREDIT CONTROL ASSISTANT

Towler Shaw Roberts LLP is seeking to recruit a Property Accounts and Credit Control Assistant to work in the busy Asset Management Team in our Shrewsbury Office. The post holder will need to have excellent communication skills and relevant IT skills. Experience of working in property would be an advantage but a willingness to learn new skills is essential.

Role – Property Accounts and Credit Control Assistant in the Asset Management Team

Tasks to include;

- Assisting with the general administration of the Property Management functions
- Supplier invoice processing & Management, Expenditure recovery
- Using various computer packages – Re-Leased (training will be given) Word, Excel,
- Credit control & reporting
- Managing Tenant receipts
- Bank Reconciliation

Person specification;

- Good organisational skills
- Good time management
- Good communications skills, written & verbal
- Able to work in a team
- Flexible & able to prioritise a changing to do list
- Confidence with IT and computer packages
- Accuracy & good attention to detail
- An ability to stay calm & tactful under pressure
- Self-motivated
- A bright & positive attitude

This is a full time and permanent post, hours of work 9.00am – 17.30pm

Annual Leave: 23 days plus Bank Holidays (3 days of leave to be taken during the Christmas period).

Start Date: As soon as possible

Salary: Commensurate with experience

Contact: Shirley Sim, Accounts Manager – Shirley.Sim@tsrsurveyors.co.uk or 01743 260883

Closing Date: Friday 23rd October 2020