

JOB DESCRIPTION



JOB TITLE:	FINANCE ASSISTANT (ACCOUNTS)
COMPANY:	SDL PROPERTY MANAGEMENT
REPORTING TO:	FINANCE MANAGER (ACCOUNTS)
DIRECT REPORTS:	NONE

ABOUT US

Revolutionising customer's experience means everything to us at SDL. We thrive on grabbing the market and driving change to make our customers lives better and easier. It's what drives us each day to make a difference and shake the industry because customers deserve more.

We believe that people are our greatest asset and by coaching, supporting and giving them the freedom to add their individual flair that they gain skills both for now and in the future. Enabling them to become more than they dreamt possible to always finding a better way for customers.

LIFE OF A FINANCE ASSISTANT

The role of the finance assistant is on the front line for all things numbers. They partner with SDL's Management to commercially drive the business forward. They are at the start of their career and encouraged to take the next step to their finance qualifications while learning how a business really works. The role will provide support for two of SDL's growth businesses:

- Lettings Management, which manages over 3000 homes in the private rental sector for a range of financial institutions including Blackrock, Aviva and Sigma; and
- Wise Living, SDL's new joint venture with a private equity fund, which is building housing for rent - allowing SDL to further benefit from its expertise in this fast-growing sector

DUTIES & RESPONSIBILITIES

- Producing monthly management accounts ensuring accuracy of revenues and costs in a timely manner.
- Tracking and consolidating cashflows from a number of entities within Wise living creating one overall cashflow summarising all movements.
- Ensuring all nominal postings are accurate, timely and in line with the Finance teams guidance and expectations.
- Monthly Balance sheet reconciliations with relevant backing files for accruals, prepayments and intercompany balances.
- Checking bank balances and monitoring cash flow.
- Monitoring the collection of management fees and accruing when necessary.
- VAT returns for all entities created and submitted on a quarterly basis.
- Respond to all queries in a positive and timely manner whilst adhering to the escalation policy at all times.
- These areas are relatively new in SDL's strategy, and a cornerstone of future growth. This role will therefore require a self-starter who is comfortable helping create new solutions for new product lines.

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PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
KNOWLEDGE & QUALIFICATIONS	
<ul style="list-style-type: none"> ▪ Understanding Basic of Microsoft Office programmes ▪ Advanced MS Excel skills ▪ Good standard of numeracy and literacy skills 	<ul style="list-style-type: none"> ▪ AAT qualification ▪ Knowledge of Pegasus Opera II ▪ Knowledge of Hansa and Sage ▪ Basic understanding of Microsoft Office programmes ▪ Understanding of business best practice ▪ SDL would support a candidate wishing to obtain a formal Accountancy qualification
EXPERIENCE	
<ul style="list-style-type: none"> ▪ Managing multiple strands of activities ▪ Working to tight deadlines ▪ Responding to queries and simple problem solving 	<ul style="list-style-type: none"> ▪ 2+ years in a finance role
SKILLS & COMPETENCIES	
<ul style="list-style-type: none"> ▪ Good communication skills both written and verbal ▪ Time management and prioritisation ▪ Attention to detail ▪ Excellent organisation skills 	<ul style="list-style-type: none"> ▪ Decision making/problem solving in a professional capacity
OTHER	
<ul style="list-style-type: none"> ▪ Successful completion of Pre-Employment Screening (PES) ▪ Legally entitled to work in the UK ▪ Willingness to temporarily work from any of the group or third party locations in support of the delivery of a project ▪ Willingness to undertake staff training and development as required 	<ul style="list-style-type: none"> ▪ Flexible attitude towards work ▪ Ability to work as part of a team ▪ Adaptability ▪ Acceptance of change ▪ Self-motivated

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