

A head for numbers and a heart for great service?

SDL Property Management

Birmingham

What we do

We provide estate, Leasehold and commercial property management services as well as private rental and build-to-rent services and a unique franchise scheme for property management. Never afraid to do things differently, we are constantly evolving our services in response to customer needs and market opportunities, introducing improvements and innovations that are helping to shape the future of our industry.

What we care about

Revolutionising our customers' experience is what drives us each and every day at SDL. We thrive on shaking up the industry and doing what it takes to make customers' lives easier and better. Because they deserve more, and we want to be the ones to wow them. We believe our greatest asset, our people, also deserve more. More support and more freedom to bring their individual flair to bear in their work. So they can find ever-better ways of helping customers and opportunities to become more than they dreamt possible.

Your life as a Client Accountant

You'll take care of all client accounting duties for properties with the support and guidance of your Team Manager. Every day will be different, so as well as bringing bags of initiative you'll need your juggling skills too to help you manage your accounting tasks and prioritise paperwork while still meeting deadlines, getting to meetings - and rising to the challenge of unexpected problems. Not to mention making it your job to figure out how to pre-empt them in future. You'll soon get into the habit of stepping into the shoes of colleagues, clients, professional advisors and lessees, looking at the world from their perspective to understand their needs, see what could be done better - and put your own personal mark on the sensational service you give them.

Love OUR
CUSTOMERS

DARE TO BE
DIFFERENT

MAKE IT
BETTER

What you'll do

- Look after the accounting side of things for a portfolio of residential and mixed use developments
- Build great relationships with all the people you liaise with daily - and wow them with the service you provide
- Prepare and close service charge year end accounts
- Keep key account information updated on our in-house systems
- Play your part in meetings with internal and external stakeholders
- Ensure all statutory notices are served correctly and in line with current legislation
- Work collaboratively with other internal and external stakeholders to resolve any queries
- Respond swiftly to requests, instructions and messages that come in to your team
- Work with the Property Management Team to produce and issue budgets to the lessees
- Prepare Client Reporting within specific timelines
- Effectively communicate with internal and external stakeholders

Who we're looking for

We're on a mission to find an AAT qualified, or qualified-by-experience, accountant who's chomping at the bit to be more than a number cruncher and to make a difference through everything they are and everything they do to bowl customers over, and who has:

- Some accounting experience in the property world
- Solid knowledge of Microsoft Office and a geeky enjoyment of Excel
- The ability to stay cool, calm and effective in the face of a busy office, mounting workload and competing deadlines
- A good, clear way with words, written and spoken
- The self-motivation to double check every detail and single-mindedly seek out ways to make clients' lives easier
- The desire and diplomacy to deal positively, professionally and promptly with queries and complaints
- A genuine enthusiasm for learning and developing professional skills as well as personal strengths and business nous
- A flexible, can-do attitude that opens the way to great teamwork and outstanding service
- Eligibility to work in the UK and everything it takes to successfully complete pre-employment screening including credit and employment referencing and CRB checking.

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And, ideally, but not vitally:

- Experience using Qube including navigating systems and interrogating data
- The clear thinking and confidence to make good business decisions and the will and
- creativity to solve problems

How to apply

Write an email telling us why this job's got your name on it. Attach your CV. Press send recruitment@sdlgroup.co.uk

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