



SCHEDULE 1

Lettings Department - Job Description As referred to in clause 2 of the Contract

Job title:	Residential Lettings Accounts Assistant
Responsible to:	Directors of Redmayne Arnold & Harris, Lettings Manager & Residential Lettings Account Manager
Place of work:	Office based, you may be required to visit sites in and around Cambridge
Objective:	Working as part of a team, you will be responsible for maintaining and implementing administrative systems to ensure and assist with the smooth running of the Accounts department within the company
Experience:	Experience of working within an Accounts based administrative role; experience of working in the property industry/similar role advantageous

Main Duties & Responsibilities

- Checking Barclays Accounts on a daily basis
- Raising Landlord and Tenant invoices
- Receipting income from Landlords and Tenants
- Processing Contractor invoices
- Payments to Landlords, Tenants & Contractors
- Producing rent arrears lists/chasing outstanding invoices
- Monthly collating of Landlord Statements and invoices
- Assisting Property Managers with queries relating to accounts matters
- Dealing with Landlord, Tenant & Contractor queries
- Moving of deposit monies from Barclays accounts
- Bank, CPF, Winman and TDS reconciliations
- Production of Landlord Annual statements
- Dealing with all phone and email queries promptly
- Assist with any other reasonable duties as required in relation to the needs of the business

Redmayne Arnold & Harris reserve the right to make changes or update this job description at any time. Changes will be introduced following discussions with the post holder.