

# Job Description



<b>Job Title:</b>	Accounts Assistant – Service Charge
<b>Reports to:</b>	Subsidiary and Service Charge Accountant
<b>Location:</b>	Warrington
<b>Hours</b>	Full Time, 36 hours, 5 days per week
<b>Salary</b>	In the region of £25,000 DoE

## Summary

Reporting to the **Subsidiary and Service Charge Accountant** the Accounts Assistant – Service Charges is responsible for providing support to the Finance team:

- Providing support to the Service Charge Team
- Provide support to the Financial Accountant

By delivering an excellent level of service to colleagues and to The Trust as a whole, the Accounts Assistant – Service Charge will support the delivery of the overall objectives of the Finance team. The individual will play a key role in the smooth running of the Finance Department.

## Responsibilities

### Service Charge Data Management

- Setting up new Service Charge properties onto the accounting system
- Setting up new Service Charge Customers onto the accounting system

### Reconciliations

- Assist with Supplier Statement Reconciliations
- Assist with Debtor Reconciliations
- Assist with Direct Debit Reconciliations

### Invoicing

- Assist with invoicing of Service Charges and other income

### Banking

- Assist with regular bank reconciliations
- Posting of items & processing journals
- Reconciling Customer Payments
- Assist with payment runs

### Direct Debits

- Setting up Direct Debits
- Amending Direct Debits
- Dealing with Direct Debit queries

### Customer Services

- Dealing with Service Charge Customer queries by phone and e-mail
- Taking Customer Payments
- Assisting with Customer Communications



## General

- Assist in other administrative matters as required
- Land registry searches
- Assist with new and existing suppliers – set up new accounts, ensure supplier bank details are checked and are correct, and resolve account queries
- Providing assistance re ad hoc queries from other members of The Land Trust team
- Assisting with Purchase Ledger queries and providing cover for Purchase Ledger
- Assisting with Sales Ledger queries and providing cover for Sales Ledger.

## Person Specification

### Experience and Knowledge

- Minimum of 5 GCSE's grade 5 to 9 (A–C equivalent) including Maths and English
- Completed A levels minimum B's or equivalent, ideally Maths or Accounting
- Finance / Accounting experience (AAT)
- Experience of and confidence in using spreadsheets - Intermediate knowledge of Excel

### Essential Skills and Attributes

- Looking for a career in Finance or Accounts
- Mature, reliable and enthusiastic
- Maintains high levels of focus and concentration
- High level of accuracy, integrity and good attention to detail
- Strong administration and organisational skills
- Confident telephone manner
- Excellent spoken and written communication skills

## About the Land Trust

The Land Trust is a Registered Charity based in Warrington and operating nationally. We are leading the way in establishing new, sustainable solutions for the management of open space, on behalf of, and in partnership with, local communities. We are responsible for the management of around 80 sites across the UK, including urban parks, designated nature reserves and listed buildings. We work with local partners, such as Wildlife Trusts and The Conservation Volunteers, to manage sites on the ground and engage communities.

We help a wide range of public and private landowners: including housing developers, landfill operators, local authorities and mining companies, who, for a variety of reasons, want to pass on responsibility (or liability) for the management of sites, public open space or new green infrastructure to find bespoke long-term funding and, management solutions for land. These can include service charges, section 106 or endowment, or a hybrid of funding sources. Our current endowment portfolio of over £180m provides the financial resources to ensure that our endowed sites are managed to a good standard and contribute to the wellbeing of the communities by which they are surrounded.

Our primary aim is the delivery of our five charitable objectives: environment and biodiversity; community cohesion and volunteering; health and wellbeing; education and training; and economic benefits.



## Salary and Benefits

- In the region of £25,000 depending on experience
- A salary sacrifice pension scheme, company matching employee contributions up to 6%
- Life Insurance (4 x salary)
- Flexi-time and hybrid work. (minimum of 2 days per week on-site in Warrington)
- 26.5 days holiday per year, plus bank holidays (pro rata). Rising to 31.5 days with service
- Option to purchase additional holidays
- Employee Assistance Programme
- Health Care Cashback scheme
- Training and Development support
- Annual performance incentive plan

Closing date is 5pm on Sunday, 23 June 2024. This may close early if there is a high number of applications.

To apply for this role, please send your CV and cover letter to [recruitment@thelandtrust.org.uk](mailto:recruitment@thelandtrust.org.uk)

We are only taking direct applications for this role.