

<b>Role</b>	<b>Accounts Assistant</b>
<b>Hiring Manager</b>	<b>Sharon Holland</b>
<b>Based</b>	<b>Littlehampton</b>
<b>Package</b>	<b>£23,000</b>
<b>Portfolio Details</b>	<ul style="list-style-type: none"> <li>• Receipting Service Charge and Ground Rent cheque/cash/BACS payments on Qube and preparing banking</li> <li>• Recording of Admin Fees in relation to sales (e.g. LPE1 fees, Notice of Transfer fees etc)</li> <li>• Applying Bank interest/charges and miscellaneous receipts from daily bank reports.</li> <li>• Bank reconciliations (400 plus bank accounts)</li> <li>• Setting unsettled receipts</li> <li>• Assisting with Accounts Receivables</li> <li>• To generally assist with all other accounts admin related activities where necessary</li> <li>• Dealing with requests and queries from Property Managers and Management</li> <li>• Handling customer queries by telephone and email</li> </ul>



**Special  
Requirements  
Other**

We value and promote a positive work-life balance. Providing a balanced, enjoyable career is really important to us, and we work hard to make sure everyone feels a valued part of our organisation.

You will receive a competitive salary that will match your skills and experience, as well as the following benefits:

- 24 days' annual leave + Bank Holidays
- Perkbox (which offers a range of discounts for shopping and services)
- EAP (Employee Assistance Programme) – Confidential Helpline that helps you navigate life challenges, adverse events, stress, and other issues that may impact your life.
- Monday to Friday work schedule, no weekends.
- Flexible working opportunities following 6 month probationary period
- Financial support towards personal development / training
- Real opportunities to grow and progress
- Recognition incentives
- Employee Referral Scheme and much more .....

Trinity Property Group are proud to be part of theOdevo Group.

Benefits:

- Company events
- Company pension
- Employee discount
- Referral programme
- Sick pay
- Store discounts
- Wellness programmes





Schedule:

- Day shift
- Monday to Friday
- No weekends