



## Job Description

### Client Accounts Assistant

#### Duties and key responsibilities

- Upload and allocate transactions daily from bank statement to system,
  - Pay landlords on a daily basis,
  - Production and timely delivery of Landlord Statements,
  - Respond and resolve internal and external client queries within 24 hours,
  - Prepare client reports as required,
  - Prepare payment runs for the Client Accounts Manager,
  - Provide support as required with Rent Arrears procedure,
  - Provide support to Purchase ledger processes to ensure contractors are paid within 30days,
  - Assist in the weekly payment of Agent commissions
  - Undertake processes in accordance to the 'Regent Way'
  - Work in conjunction with Property Coordinator's to deliver an effective and efficient Property Management service
  - To be able to work alone and on own initiative as well as within a team
  - To be able to think on your feet, be reactive to situations as they arise in a calm and professional manner
  - Undertake regular meetings with your line manager to review and manage services
  - Produce and deliver business reports as directed by your line manager
  - Ad Hoc duties as necessary
- Salary: £20,000 - £25,000
- Qualifications/experience:  
High IT literacy  
Must have minimum 6 months' experience working in client accounts function

#### Regent Letting and Property Management Limited

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