

Senior Service Charge Accountant – South Bristol

Easton Bevens is an established independent Building Consultancy providing a wide range of professional services to residential and commercial clients. We are looking for a full-time, experienced Service Charge Account Manager to join our Block and Estate Management team.

Our experienced team look after residential apartment blocks with multiple tenants on behalf of management companies, commercial freeholders, Right to Manage companies and Resident's Associations. We pride ourselves on delivering a personalised & professional service to all customers.

The role involves managing 25 separate accounts. Our close-knit team works closely together; being in an open plan office, support and advice is always available.

Job Summary:

Full-time, Permanent

Salary: £40,000 salary

Location: In person, south Bristol office

Application deadline: 25/01/2025

Key Responsibilities:

- Issue Service Charge Demands to Leaseholders.
- Maintain Client Accounts and reconcile daily.
- Manage payment runs
- Service charge reconciliations
- Adhere to any financial escalations within the portfolio
- Prepare annual expenditure records and assist the Service Charge Accountant in preparing the annual service charge accounts.

Schedule

- 9-5:30 Monday to Friday, 1 hour lunch break

Benefits:

- Qualification sponsorship and training
- Great opportunities for career progression
- Company events
- Company pension
- Free parking



- On-site parking
- Sick pay

Qualifications and Skills:

- 2+ years' experience in dealing with service charge accounts
- A credible background in accounts/finance
- Excellent organisational skills
- AAT / ACCA qualified (desirable)