
Position

Accounts Manager

Reports to

Department Manager

Description

The Account Manager's role is to manage all the accounting related activities for the firm in an accurate and efficient manner

Responsibilities

- Ensure the accuracy of the information in the Trust Accounting system at all times
 - Manage the data flow between the bank accounts and the Trust Accounting package
 - Receipt of all relevant monies such as Rent, Rentals Bonds, Letting Fees and so forth
 - Process Owner disbursements and Rent Statements
 - Conduct the End of Month process
 - Perform Bank Reconciliations
-

Work Experience Requirements

- At least one-year experience in residential property management accounting with proven competence with trust accounting packages
-

Education Requirements

- Higher School certificate, basic accounting knowledge, and knowledge of the relevant Acts

Key Performance Indicators

1. Banking balanced daily
2. Trust Accounting data 100% accurate
3. Receipting conducted without errors
4. Disbursements conducted without errors
5. Accurate and timely reporting of all figures/data and reports, as required
6. Attend all relevant team meetings
7. Company policies and procedures are followed in full

Performance review

A formal performance review is conducted semi-annually with a KPI review by the Department Manager using the Job Description and relevant reports.

Salary Review

A formal salary review is conducted annually

Signed _____ Employee _____ Date

Signed _____ Employer _____ Date