

Job Title	Property Accountant (Part Qualified)
Reports To	Finance Manager
Department/Division	Finance

About Us

Greystar is a market leading fully integrated real estate company offering expertise in investment, development, and property management of multifamily residential properties globally. The UK business is rapidly growing to become a market leader, providing exceptional student accommodation through the Chapter platform, as well as growing a significant sizeable portfolio of Private Rental Sector properties.

Our employees are the key to the success of our business with exceptional service at the heart of everything we do. This level of service is a result of their expertise, a solid understanding of the markets they operate in and a passion to provide outstanding experiences.

Our aim is to further expand across the UK and Europe by hiring local talent and staying true to Greystar's core values of integrity, respect, professionalism, accountability, service and team work.

About the Role

Role Summary:

Whilst supporting the finance manager, the role will entail taking ownership of reporting for a number of Multifamily properties, working with various head office teams, on-site teams as well as liaising with investors on the various property portfolios.

Role Responsibilities:

- Understanding key deliverables as per the property management agreement for the properties you are assigned.
- Preparation of month-end reporting packs and assist in year-end reporting activities
- Compile reports and supporting schedules for all balance sheet line items
- Compile reports and supporting schedules for profit and loss line items
- Manage budget variance analysis with on-site operations team
- Cash management, including bank reconciliations, forecasts, and payment approvals
- Accruals, prepayments, deferred income, etc, and posting of these journal entries
- Preparation of turnover rent calculations and invoices
- Preparation of management fees and invoices
- Assist in budgeting process and review draft/final budgets compiled by operations team
- Assist with year-end audits, including subsidiary financial statements and footnotes.
- Analyse rent rolls and corresponding lease activity in accounting software
- Service charge and ground rent accounting
- Analyse expense type and coding of supplier invoices on accounting system

This job description is not exhaustive; roles are expected to evolve and change over time as the business grows and develops, within reason of the original remit.

- Liaise with investors, Greystar leadership team, operations team, etc. to ensure all key reporting requirements are met.
- Ad hoc duties and project work as required

Organisational Responsibilities:

- Follows established policies and procedures by monitoring and ensuring compliance with regulatory requirements, organisational standards, and operational processes related to area(s) of responsibility and reporting breaches of process/ policy or concerns to appropriate individual(s).
- Demonstrates appropriate safe behaviours in accordance with Company, property and departmental policies, procedures and standards by immediately reporting any mechanical or electrical equipment malfunctions, employee/ visitor/ resident injuries or accidents, or other safety issues to appropriate individual(s).
- Identifies areas for improvement and offers suggestions to improve efficiency and productivity.
- Keeps abreast of current changes in technology, processes and standards within the industry and area(s) of responsibility by attending internal and external training classes, research and/or subscribing to the internet or other professional publications, or utilising other appropriate method(s) to obtain business and professional information, and applies knowledge and practices to area(s) of responsibility.

Role Scope:

- This role is responsible for a portfolio of private residential housing properties (multifamily, flat blocks, etc.).
- Initial scope will include financial management of 5 to 6 separate properties

Key Relationships:

- UK Finance Team
- Operations Team
- Asset Management Team
- External Auditors
- Investors of Portfolio

About You

Knowledge & Qualifications:

- Good level of general education with strong written and numerical skills
- Qualified or working toward ACCA/CIMA qualification (required)
- Accounting foundation background with experience in producing financial reports and entries.
- Proficiency in Excel, Word, and financial accounting software.
- Experience with Yardi (preferred)
- Basic understanding of VAT and Real Estate Structures

Experience & Skills:

- Experience of working in a similar role within a fast-paced multi-site business ideally within the Real Estate sector
- Strong team working and interpersonal skills
- Strong abilities in Excel
- Good communicator, with the ability to interpret and communicate complex financial data.
- Positive “can do” attitude with desire to learn, train and develop in the role
- Good attention to detail, methodical and takes pride in work

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- Self-starter who takes initiative to grow within the role
- Strong time management skills to organize a multitude of concurrent tasks

Behaviours & Values:

- **Integrity** - We will stay true to the highest ethical standards and principles, and be honest, trustworthy, and humble in all of our words and actions.
- **Respect** - We will accept and value our individual differences and show genuine consideration for the thoughts, needs, and ideas of others. We value and encourage a work/life balance.
- **Accountability** - We will take responsibility and accept ownership for our words, actions, tasks, and results, and respectfully hold others to the same standard.
- **Professionalism** - We will proudly present a positive, dignified, and business-like image at all times through our appearance, behaviour, and interactions with others.
- **Teamwork** - We will work together to accomplish goals, solve problems, and enrich our work environment.
- **Service** - We will make service our top priority by giving our time, knowledge, and experience to serve the needs of our customers, community, and team members.

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