

Waterstones

Job Title	Property Accounts Assistant
Reports to	Property Accounts Manager
About us	Waterstones is the cornerstone of bookselling across the UK and Ireland. Joining Waterstones means being an active part in a success story that began in 1982, and books are as popular now as the day we started. Trading across the UK, Ireland and Europe, we are present in over 350 shopping locations, where Waterstones continues to thrive, each year actively pursuing a programme of new bookshop openings. Online at Waterstones.com, we meanwhile mirror the essence of our bookshops, further showcasing the unique enthusiasm and knowledge of our booksellers.
Purpose	As a Property Accounts Assistant you will be working as part of the Olton HO Finance team. Your main job purpose will be to ensure the accurate and timely processing of property invoices and processing of staff expense claims. You will work with property stakeholders to manage invoice approvals and queries raised. You will also be first point of contact for property suppliers whilst managing the property inbox and dealing with queries.
Key Responsibilities	• Logging, coding and inputting of property invoices for rent, service charge, insurance, rates and BID • Managing the insurance and service charge approval process with our third party and estates team • Managing of turnover rent approval process with financial accounting team. • Processing of staff expenses claims ensuring approvals are in line with company policy and ensuring discrepancies are queried. • Posting of direct debit payments from the cashbook • Chasing of VAT invoices for application of payment invoices and the processing of VAT journals • Setting up direct debits for rates • Monitoring of property and staff expenses inbox and prompt response to suppliers in relation to queries and escalating urgent queries to property manager • Allocation of payments to invoices paid. • Assisting with allocations of the property rates ledger • Supporting property manager and property accountant with ad hoc duties
Experience and Qualifications	• Working knowledge of an accounts payable environment, such as coding and inputting invoices would be ideal. • Strong excel skills.

	• Good telephone skills for both internal and external contacts
Person Profile	• Systematic and methodical approach • Exceptional attention to detail and accuracy • Organised and able to manage workload • A proactive player, willing to use initiative • Ability to work as part of a busy team with a positive outlook • Good communicator and team player
Key working relationships	Property Accounts Manager Purchase Accounting Manager Estates team CAPEX and Property Finance Team
Diversity Statement	At Waterstones, we are committed to creating a workplace that is fair and inclusive to people from all backgrounds, perspectives and experiences, and we strive to promote an inclusive work culture. We are working hard to ensure our recruitment processes are free from bias, and our aim is to be truly representative of all sections of society and our customers, and for each employee to feel fully respected and able to give their best.
Reasonable Adjustments	We understand that some disabled applicants may, due to the nature of their disability, find some parts of the recruitment process challenging. If you need any reasonable adjustments during any part of the interview process, please make these known either to your interviewer or the person you liaise with when setting up your interview.