

JOB DESCRIPTION

Job Title: Property Administrator

Department: Estates Office, Bursary

Reports to Senior Administrator

Purpose of role:

Active role reporting to Senior Administrator to co-ordinate and administer the records and accounts of the College's Property Portfolio. The Estates section is responsible for the external income and expenditure of the College which is generated from the Property and Securities Portfolio.

Key accountabilities:

- To work with the Assistant Clerk of the Estates in administering the College's Investment Property Portfolio and making the associated accounting entries.
- Assisting the Assistant Clerk of the Estates in monitoring of expenditure. Maintain and verify land and property records and follow through of transactions such as Estate Sales/Purchases, Leases/Licenses to coordinate and provide information for the College's Professional Advisors.
- Assist in the Maintenance and administration of the 'Propman' Property Portfolio Management System using accounting knowledge to enter transactions and property records; run and analyze system reports to verify and reconcile entries.
- To assist the Assistant Clerk of the Estates in maintaining and supervising the Senior Bursar's Tenant Ledger and associated tasks, in support of the Clerk of Estates; assist with Trial Balance, Cash Book and Bank Reconciliation; coding and journals; assistance with Aged Debt reporting; investigate system errors.
- Be first point of contact for Tenants' Lease, Rent and Insurance queries, and communicate correspondence and discrepancies to and from the College's Professional Advisors and Solicitors accordingly. Arrange opening, reconciliation and closing of Tenant Deposit Accounts to comply with Lease terms.
- General upkeep of Nominal and Supplier Ledger transactions including the issuing and recording of payments and receipts.
- To work with the Assistant Clerk of the Estates in coordinating the Sealing and Signing of the College's Legal documents; liaise with the College's Legal team/Surveyors to confirm the schedule, identify and investigate discrepancies and confirm with the Senior Bursar.
- Arrange weekly meetings or as required; apply the College Seal to Legal documents checking correct signatories obtained and relevant documents received in readiness for Legal Completion, to assist transactions to complete as per schedule/Legal Agreement.
- Prepare Sealing List to College Council for approval, with relevant Authorising Minute.
- To assist the Assistant Clerk of the Estates in preparing timely monthly and Quarterly Rent Demands with the use of Excel to analyze records, flagging discrepancies and raising queries with the College's Professional Advisors. Enter and reconcile Managing Agents' Statements to the College's System, analyzing VAT, coding and authorisation to check records are accurate and approved.

- To assist the Assistant Clerk of the Estates in Carrying out property VAT and Insurance control; analyze and arrange appropriate cover accordingly. Meet with Insurance Providers annually to verify cover with the Clerk of Estates. Prepare Senior Bursar Account Monthly and Quarterly VAT figure to be reported to HMRC, dealing with any errors. Check transactions are recorded correctly on the system to meet VAT requirements and Legal Agreements.
- Carry out Internal Online Banking transfers and downloads for team members on behalf of the Clerk of Estates and College Accountant.
- Provide general office assistance reporting to the Clerk of Estates; arrange system upgrades with internal teams and external Providers; order office supplies.

The College reserves the right to make reasonable changes to the duties and requirements in the job description, which may be necessary to meet the changing needs of the role or to reflect the latest technology or best practice.

PERSON SPECIFICATION

Criteria	Description
Experience	<p>Experienced in administration and accounts.</p> <p>Experience of accounting within a property management environment desirable.</p> <p>Experienced in the use of information and financial systems technology.</p>
Skills	<p>Excellent communication skills to liaise, co-ordinate and relay information to/from the College's Professional Advisors, Stakeholders and internal teams.</p> <p>Good analytical and numeracy skills, able and willing to analyse systems and entries.</p> <p>Microsoft Office including Intermediate - Advanced Excel, Intermediate Word.</p> <p>Flexible, able to prioritise to meet internal and external deadlines, and stay calm under pressure.</p>
Qualifications	<p>Good administrator</p>

Employment Details

Rate of Pay:	£27,000 per annum
Hours:	36.25 hours per week
Holiday:	25 days plus public holidays
Meals:	Free lunch is provided for staff whose duties cover this period.
Pension scheme:	A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three month's service. All staff will become members unless they choose to opt out.
Private Health Care:	The College provides health care currently through membership of BUPA. Membership of a dental care scheme is also available. Staff are able to join the schemes after successful completion of their probationary period, subject to certain limitations. This is a taxable benefit.
Gym:	Membership of the College gym is available for a modest fee. Inductions are compulsory.
Sports & Social Club:	The Trinity College Staff Sports and Social Club, run by a committee of staff, offer regular outings to places of interest, and organises functions including a Christmas event.