



JOB DESCRIPTION

Property Manager – Management Department

The individual will be part of a self-motivated team and report to the head of the department. The role includes to a greater or lesser degree the following:-

- ❑ issuing demands and collecting rents, service charges, insurance premiums, sinking fund contributions and any other payments due from tenants, advising on the recovery of unpaid rents and liaising with the client's accountants /auditors;
- ❑ providing clients with periodic reports and statements
- ❑ administering VAT accounts and preparing VAT returns;
- ❑ producing for inspection, receipts or other evidence of expenditure
- ❑ inspecting properties under management from time to time to assess the general condition only and tenants' compliance with their obligations; and advising upon action to be taken;
- ❑ preparing annual estimates of expenditure, administering service charges and sinking funds, preparing certifying or arranging certification of and distributing service charge accounts;
- ❑ preparing specifications, placing, supervising and administering service contracts;
- ❑ placing and administering insurance cover and supervising claims as appropriate;
- ❑ advising on the service of lease notices;
- ❑ liaising with solicitors in connection with tenants breaches of covenant and other matters;
- ❑ maintaining property records for insurance, rent reviews, lease renewals, break clauses and maintenance programmes;
- ❑ ensuring compliance with all property related regulations and conditions prescribed by law;

- ❑ advising in connection with tenants applications to alter premises, change use, assign, and sublet;
- ❑ attending to routine enquiries from clients and their advisors, tenants or tenants' association;
- ❑ advising in connection with the landlord's liability for the payment of empty rates on vacant properties ensuring rates relief is obtained on qualifying properties;
- ❑ liaising and providing information to solicitors and others in connection with sales and lettings for managed properties.
- ❑ Assisting with projects from time to time as required by the head of department, or one of the other Partners.
- ❑ Understanding and using PropMan property management software, Microsoft Word, Excel and other standard software.
- ❑ Measuring buildings in accordance with the RICS Code of Measuring Practice and taking detailed site notes and good quality photographs (referencing).

Further information:

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