

ANALYST- SERVICE CHARGE OUTSOURCING

Summary

As a Service Charge Analyst, you will need to ensure that costs are being incurred in the correct expense cost & raise accruals and prepayments to show a true and fair view of the expenditure. You may be called upon to carry out other ad hoc assignments.

Roles and Responsibilities:

- Ensure that all expenses are posted in the correct expense code for the financial year under review and for any missing expenditure, accruals and queries are raised.
- Review all ad hoc invoices to be accounted for in the financial year.
- Run reports to, inter alia, identify potential duplicate payments, review sample invoices by reference to source documents.
- Reconciliation of Purchase Order Report.
- Audit testing as per the client's requests.
- Variance analysis between the budgeted and actual expenditure.
- Handle queries of property managers.
- Make adjustments on the accounting system.
- Sound understanding of company policies, procedures and ethics.
- Deliver project reports and SLA & KPI measurements.

Qualification and Experience:

- Minimum HSC holder (Accounting at A level will be an advantage).
- 0-1 years' working experience would be an advantage.

Skills:

- Good organizational and time management skills.
- Good analytical and problem-solving skills.

- Attention to details and result oriented.
- Basic knowledge of MS office (Excel & Outlook) and Service charge accounting software.
- Good interpersonal skills.
- Good communication skills (both written and verbal).
- Strong commitment to professional client service excellence.
- Team player with the ability to maintain a healthy relationship with both peers and clients.
- Have a proactive mindset.
- Knowledge of GDPR and data protection.
- Knowledge of service charge accounting processes.
- Knowledge of minor audit testing such as material transactions, duplicates and outside date range.

Hours of Work

- 08:30 to 17:00 from Monday to Friday.
- Candidate should be able to work outside office hours, if required.