

PROPERTY ACCOUNTANT

Location: Ghana

Job Summary

The role of the Accountant Property is to support the team by completing operations accounting tasks.

Key Accountabilities

- Reports accurately and timely, the financial records(NOI) of the assigned portfolio, including budgets and forecasts
- Works closely with the property managers to ensure consistency and promote effectiveness in operations reporting
- Prepares monthly reporting packages for management with input from property management teams
- Ensures delinquency reports are correct and contacts property management about serious delinquencies
- Understands lease terminology and works closely with Lease Administrators
- Monitors cash and ensures that critical payments are made timely
- Participates in budget preparation by providing information and analysis to property managers and reviews budgets for accuracy and uploading into accounting software
- Analyses data from several sources and provides accurate and complete answers for owners.
- Accurate monthly consolidated and property asset management reports assist lease- and property administrators as well as regional property managers with accounting matters when required.
- Collaborating with all the property team members to consolidate data and provide the most optimal reporting to the Management

Primary Relationships

Internal Contacts

- Financial Management
- Financial team
- Department heads
- Asset managers

External Contacts

- Audit Firms
- Managing Agents

Competencies and Technical Expertise

Key Competencies

- Fluent in English
- Highly numerate
- Good verbal and written communication
- Planning and Organising
- Attention to detail
- Confidentiality
- Deadline focused

Technical / Professional Expertise

- Strong Bookkeeping Skills
- Competent IT skills and Computer literacy including advanced proficiency with Microsoft Office, especially EXCEL, and experience with standard accounting software packages Understanding of budgetary principles.

Required Experience, Qualification and Skills

- Completed financial accounting qualification
- At least 3 years working experience in Finance function in a Bookkeeping role or Assistant Accountant
- Excellent interpersonal skills