

Finance Administrator (Rent and Service Charges)

Reports to: Rent and Service Charge Manager

The part I play at Flagship Group to help solve the housing crisis is:

to input and maintain an accurate dataset of asset and contracted expenses data, to enable effective and efficient rent and service charge budgeting. I provide administrative support as part of the budget data project team, working to continually review and improve processes aligned to this key function. I work collaboratively with my team to provide a quality professional, compliant and comprehensive rent, and service charge process to the Flagship Group, ensuring we have processes, systems and initiatives that are tailored to our customer needs, to provide outstanding customer service.

My skills and experience include:

Good understanding of the service charge and/or finance departments. Highly efficient in office administration. Must be organised. Experience in data analysis, problem identification, and data validation. Good numeracy and literacy skills, adequate to analyse financial data in spreadsheets, databases, statements, bills, and so on. Capability to gather and analyse information from many sources. Experience providing customer-focused services. To be competent in Microsoft Applications.

The required qualifications for my role are: Educated to GCSE Maths and English grade C or above. Working towards a relevant professional qualification.

The skills I will develop include:

Continued professional development. Enhancement of my existing administration and collaboration skills. Understanding and implementation of continuous improvement methodology and knowledge of rent and service charge compliance and regulation.



Flagship Group Values:

