

Job Description

Job Title	Senior Client Accountant (new May 2026)
Company	Estama Group Limited
Location	London
Line Manager	Director of Finance
Job purpose	A client facing role and senior to the Client Accountant responsible for all aspects of client and property accounting for their own portfolio.
Budget holder	No
Direct reports	None
Essential Duties & Responsibilities	<p>The key roles and responsibilities include:</p> <ul style="list-style-type: none">• Preparation and submission of client statements, VAT reports, trial balances, general ledgers and client reports• Action instructions from property manager (PM) / asset manager (AM) which can include creation of new debtors with new leases, amending accounts etc.• Prepare completion statements based on details provided by PM/AM and running reports off the system• Raising rent, service charges, insurance and recharged or ad hoc charges to tenants• Raising and payment of void unit service charge liabilities for the client• Entering service charge budgets onto the system and updating apportionments and tenants on account• Preparation and reconciliation of annual service charge accounts as well as liaising with the property manager, centre manager and service charge auditor for the audit• Payover to the client in line with agreed procedures as well as record on the system• Preparation and reconciliation of funding requests to client• Monthly reconciliation of client bank accounts including investigation and correction of reconciling items• Train, support and mentor, other Client Accountants who may be more junior in experience so that the collective outputs are of quality standard and deadlines are met.

Person Specification	Essential	Desirable
Factor		
<p>Qualifications</p> <ul style="list-style-type: none"> AAT qualification (or equivalent) ie financial accounting qualifications is desirable but not essential as experience in a similar role is recognised as valuable and necessary to be successful in this role (see below) 		X
<p>Relevant experience</p> <ul style="list-style-type: none"> Previous experience (at least 10 years or more) in Client Accounting role Preferably with experience focussed on shopping centres Experience working with Property management software 	X	X X
<p>Aptitude, skills and abilities</p> <ul style="list-style-type: none"> Well organised, able to prioritise tasks and work under pressure on a diverse portfolio Strong communication skills both verbally and written Proactive individual who can work autonomously but also as part of a larger team Ability to work with the client accountants to find solutions to issues and improve processes Ability to set up lease records and process amendments to leases Ability to identify funds available for transfer to client and reconcile rent balance held Ability to produce accurate client statements on a timely basis Knowledge of how to input service charge budgets and amend apportionments and on account charges Knowledge of how to close service year ends and demand balancing service charges Ability to reconcile service charges and make the necessary amendments on the system and prepare service charge cash reconciliations Supervisory skills, to ensure less experienced members are mentored, guided and supported in their Client Accounting role/s 	X X X X X X X X X X	
<p>Values</p> <p>Able to represent and align to the following Values</p> <ol style="list-style-type: none"> Trust and Integrity Pragmatic and Proactive Ambitious and Realistic Professional and Personal Responsible and Accountable 		