Job Title: Ledger Clerk – Client Accounts (Part Time)

Location: Jesmond, Newcastle upon Tyne, UK

Company Overview:

We are a reputable estate agency based in Jesmond, Newcastle upon Tyne, providing outstanding sales, lettings, and property management services. We pride ourselves on our professionalism, local knowledge, and commitment to delivering a seamless experience for both landlords and tenants. As a growing business, we offer a friendly, flexible working environment with opportunities to develop alongside the company.

Job Description:

We are looking for a detail-oriented and reliable Ledger Clerk to manage our client account, ensuring accurate and timely financial processing. This is a part-time role with flexible hours that can work around school times, offering an excellent opportunity for someone looking for work-life balance. Experience in estate agency finance and familiarity with PayProp is highly desirable.

Key Responsibilities:

- Managing the estate agency's client account in line with industry regulations.
- Processing rental payments, deposits, and landlord disbursements accurately.
- Reconciling daily transactions and month-end statements.
- Managing supplier payments and processing maintenance costs.
- Liaising with landlords, tenants, and contractors regarding financial matters.
- Generating financial reports and ensuring records are kept up-to-date.
- Working closely with the lettings and property management team to ensure smooth operation.
- Ensuring compliance with client money protection rules and audit standards.

Requirements:

- Previous experience in a similar finance or ledger role within an estate agency or similar business is preferred.
- Proficiency with financial software – experience using PayProp is a significant advantage.
- High level of accuracy and attention to detail.
- Strong organisational skills and the ability to manage your own workload.
- Excellent communication skills, particularly when handling sensitive financial matters.
- Ability to work independently and maintain confidentiality.