

Job Vacancy – JANUARY 2025

Job Title	Property Manager / Senior Surveyor
Location	Stokenchurch Office – (based anywhere in Southeast in order to travel to the office once a week)
Remuneration Guide	Salary up to £45,000 + car allowance + bonus + benefits (will vary dependent on experience)
Summary of Role	<p>IMMEDIATE START</p> <p>To provide property and asset management services to client asset and tenant/customers. Overseeing the performance of each managed property from credit control, maintenance, and delivery of landlord obligations under the various occupational leases.</p>
Key Accountabilities	<ul style="list-style-type: none"> • Manage the transition of client/properties • Carry out property inspections to identify repairs/maintenance and compliance, and liaise with contractors, facilities managers, tenants and landlords as appropriate • Reading of leases and ensuring accurate data is maintained on the property management system and undertaking Lease Audits • Financial management - ensure rent and service charge demands are raised accurately and on time and credit control targets are met. Ensure client reports are prepared to the correct specifications and issued to clients in accordance with agreed timescales. Review service charge cash flows and budgets monthly/quarterly subject to client requirements • Service charge budgeting - work with the Accounts team and Facility Managers and approve service charge budget and approve service charge year end reconciliations as well analysing Service Charge information and challenging budgets and reconciliations where necessary • Identify opportunities for providing additional services to clients • Review tenant applications and prepare client recommendations and request Landlord’s consent where appropriate
Qualifications / Experience Knowledge	<ul style="list-style-type: none"> • Degree level qualification and member of RICS or 3 years PQE • Constantly updating knowledge of legislation relating to property management • Need to have commercial asset experience • Able to build and maintain client relationships and foster repeat business • Understand the principles of lease structure and be able to read and understand a lease • Apply the principles of service charge management to ensure compliance with all regulatory and procedural requirements

If you are interested in applying for this role, please send your CV and a cover letter to HR@argroup.co.uk