**170000C1 Consultation and Final Account Officer** Job advert :

**The Role**

Directorate: Supporting Communities

Location: 5 Pancras Square

Job Level: Level 3, zone 1

Salary: £28,343 to £32,874

Contract Type: 12 months Fixed Term Contract, full time, 36 hours per week

Alternative flexible working options available/open to discussion

Click [**HERE**](http://camdocs.camden.gov.uk/HPRMWebDrawer/Record/6878930/file/document?inline) for information on Camden’s flexible working options

25 days holiday (27 days after 5 years' service)

This is an exciting opportunity to be part of the housing management division within Camden Council. The role will ensure the Council can maximise income from an increasing portfolio of 9000+ leaseholders, freeholders and right to buy applicants, by carrying out statutory consultation and accurate calculation of service charges. You will be required to apply appropriate service charge reduction to these financial workings and accurately record the reasons. As well as answering all queries from leaseholders and meet with them if necessary to explain their calculations and liability to pay.

**About You**

You will be working with many stakeholders, primarily internal; within Leaseholder Services, Housing Management and Finance. As well as occasionally liaising with secondary relationships with external suppliers of information (consultancy firms or building contractors).

Some essential skills required for the role:

1. Experience of using a wide range of personal computing packages, especially Microsoft Excel

2. Good knowledge of basic accountancy principals and excellent numeracy skills

3. Able to demonstrate strong attention to detail and an analytical approach

4. Able to communicate effectively to a high standard, verbally and in writing

5. Ability to prioritise effectively and meet deadlines, particularly when faced with changing circumstances and targets

6. Understanding of the importance of operating within set procedures

7. Self motivated, able to demonstrate energy and commitment, putting in the work necessary to meet deadlines and achieve results

8. Ability to represent the Council in formal arenas such as evening leaseholder meetings or the Leasehold Valuation Tribunal

9. Ability and willingness to work additional hours in peak periods. This may involve restricted flexi-time, evening and weekend work, and flexibility when booking annual leave

**About us**

Camden’s main offices are located in modern award winning offices at King’s Cross. You can expect an exceptional range of benefits including discounted access to the onsite leisure facilities with swimming pool, recognition and reward for high performance with progression and pay increases, flexible and agile working hours and access to a leading pension scheme.

Camden is proud to be the country’s first Timewise council and as part of this accreditation, we work to help parents balance work with childcare. This fits in with our aim to be leaders in innovative flexible and part-time working that allows for different patterns of care and for parents to share childcare responsibilities.

Click [HERE](https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page1) to see the full details of our excellent benefits

Make it work for you. Make it your Camden.

**Discover and Diversity**
To “discover” more about Camden and our commitment towards diversity, equality and safeguarding, please visit our [recruitment website](https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page2)

**How to apply:**

To apply for this job please follow the "Apply" link. In the ‘Why you?’ section of the application form you will be expected to explain how you meet the key requirements for this role listed in this advert. When explaining how you meet each of the requirements, please give examples that clearly demonstrate your skills, knowledge and experience. When writing your examples give a brief description of the situation or task but focus on the actions you took and the result of your actions.

Camden is committed to making our recruitment practices barrier-free and as inclusive as possible for everyone. This includes making adjustments or changes for people who have a disability or long-term health condition. If you would like us to do anything differently during the recruitment process, or provide any information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk, or post to 5 Pancras Square, London N1C 4AG.

Closing date for applications: Tuesday 21st November 2017, 23:59 pm

Interviews to be held: 27th to 30th November 2017

 To view the Job profile for this vacancy please click [HERE](http://camdocs.camden.gov.uk/HPRMWebDrawer/Record/6839831/file/document?inline)

 Please quote reference: 170000C1