

## **Job Profile – Debtors Officer**

**Job Title: Debtors Officer**

**Job Grade: Level 3 Zone 2**

**Salary Range: £34,629 - £40,171**

### **About Camden**

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.

Make it work for you. Make it your Camden.

### **About the Role**

We have a fantastic opportunity for a highly organised person to join our multi-disciplinary Debtors team. This is an exciting role within housing management, where you will be responsible for the complete, accurate and timely raising of all invoices and credits for leaseholder services.

Annual day to day service charge turnover is approximately £16 million plus capital works turnover. There are approximately 10,000 leasehold accounts. The successful candidate will be responsible for the management of leaseholder service charge accounts including debits, credits, writes backs/offers, refunds, reconciling, investigating and moving bank suspense items.

The successful candidate will also ensure that all sold/leasehold properties are accounted for on relevant IT systems. They will also assist in the development of IT systems, taking responsibility for ensuring systems meet the requirements of the service.

## **About you**

You will have the ability to understand and interpret financial data, demonstrate strong attention to detail and have a keen analytical approach to your workload. You will also be able to prioritise effectively and meet deadlines, particularly when faced with changing circumstances. You will be capable of performing monthly, quarterly and annual reconciliations and journals. Experience in a financial environment would be beneficial.

- High level literacy and numeracy skills.
- Ability to communicate effectively, verbally, in person and in writing.
- Ability to understand and interpret financial data.
- Able to demonstrate strong attention to detail and analytical approach.
- Ability to prioritise effectively and meet deadlines, particularly when faced with changing circumstances.
- Self-motivated; able to demonstrate energy and commitment, putting in the work necessary to meet deadlines and achieve results.
- Ability to work effectively both as part of a team and individually.
- An understanding of monthly, quarterly and annual reconciliations and journals

## **Work Environment**

This is mainly an office based role based at 5 Pancras Square. Occasional visits and meetings may be required.

## **People Management Responsibilities**

Manage the Debtor Assistant, allocation of workload, monitoring outcomes/performance.

## **Relationships**

The post holder will have regular contact with colleagues; leaseholders and their representatives; Solicitors; senior council officers and other external agencies and teams and departments within the Council. Excellent liaison skills and the ability to develop effective working relationships is a must.

## **Discover and Diversity**

To “discover” more about Camden and our commitment towards diversity, equality and safeguarding, please visit our recruitment website

If you want to find out more about what it's like to work at Camden to help you decide whether we're a good fit for you, please click [HERE](#) to complete our online scenario based questionnaire. Please note, this does not form part of the application and will not be used as part of the selection process.

### **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 Job Profile attached at the bottom of 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](mailto:resourcing@camden.gov.uk), or post to 5 Pancras Square, London N1C 4AG.

### **Team Structure**

Finance & Income Manager		
	L5Z1	
	↕	
Debtor Officers x 3 L3Z2		
	↕	
Debtor Assistant x 0.5 L3Z1		