

# Property Finance Executive

## ROLE PURPOSE

The focus of this role will be dedicated to one of our largest outsource clients assisting in the day to day contract administration supporting the existing account management team.

Dealing with a variety of requirements from checking supplier invoices and payment, lease and data administration, raising purchase orders, keeping track of performance against contract KPIUs and reporting.

## KEY RESPONSIBILITIES

- Manage all data entries into our internal lease administration system (IWMS), ensuring the data is accurate at all times, including support in auditing the data
- Checking monthly client rent, service charge and rates invoices
- Checking facilities management supplier invoices
- Keeping track of contract performance against KPIs
- Assisting with monthly management reporting
- Supporting the wider client team as necessary by using the outputs from management reports and/or the IWMS database

## BACKGROUND AND EXPERIENCE

- Financial/contract administration background required, with experience of supporting contract teams
- Awareness of property databases desirable but not essential
- Commercial property background desirable but not essential
- Background of accounting/finance studies preferred.

## KEY SKILLS AND COMPETENCIES

This role involves having the following key skills and competencies, namely:

- Able to effectively multi-task and take responsibility for organising their own time
- Ability to work independently
- Desire to be the best and is self-motivated
- Excellent communication skills
- Constantly looking to improve processes and tasks
- Strong attention to detail with excellent numerical accuracy
- Diligent individual who can 'think' and 'do' and is happy to work at the required level of detail
- Proficient level of IT literacy – including MS Office packages
- Great initiative with a hands-on attitude – able to see issues as they arise and respond/escalate where needed
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## MEASURES OF SUCCESS AND KEY STAKEHOLDERS

The main KPI for this role will be achieving the above responsibilities in a timely and accurate manner.

The key stakeholders will be the finance team (specifically the Finance Manager and Management Accountants).

# Working at Instant

## About The Instant Group

Whether it's market volatility, AI, digital connectivity or the rise of the millennial, we are seeing fundamental changes in how and where we work. **These changes are accelerating.**

We are a workspace innovation company that enables our clients to navigate continual disruption with continual transformation. Our flexible workspace solutions inject enterprise agility, strengthen brands, attract talent, nurture collaboration, reduce cost and drive EBIT performance.

This moves beyond 'workspace as a service' to workspace as a platform for growth, creating unique environments where people, place and performance converge. The Instant Group is **Rethinking Workspace.**

Established in 1999, The Instant Group has achieved 23% compound growth over the past 4 years and continues to expand with private equity funding from MML Capital in 2012. It has offices around the world including London, Berlin, New York, Hong Kong and Sydney and employs more than 150 staff.

## A business is only as good as its people

It's not all noses to the grind-stone though; Instant is a fun and dynamic place to work, where colleagues support one another and where the next social event is always just round the corner. We have been consistently rated as one of the best small companies to work for by the Sunday Times and are committed to continuing to make Instant a great place to build a career.

Instant is a values-driven organisation. We adopt and live by our values:

- We are passionately client focussed 24/7, 365
- We operate with integrity and a sense of fun
- We build long term client relationships based on trust
- We question convention with the desire to improve performance
- We collaborate in teams to create solutions that solve client problems
- We strive for excellence in all that we deliver
- We attract and develop the most talented people

We are a fast growing business with an exciting and vibrant atmosphere, where staff are encouraged to think for themselves and are rewarded for contributing to our success.

To support our ambitious growth plans, we want to attract and develop the best people – resourceful, committed individuals with relevant experience and a client-centric mindset.

## The details

We pay market salaries and the right person will be offered a package according to their experience.

You will work 9am to 6pm Monday to Thursday and 9am to 4pm on Fridays.

## For more information please contact Alice Mitchell:

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