

Accounts Payable

Property Management - Milton Keynes



To provide assistance to the Property Management Accounts team within the Property Management department in Milton Keynes.

Location

Primary Location - Milton Keynes office of Kirkby Diamond, 15 Shenley Pavilions, Shenley Wood, Milton Keynes MK5 6LB.

Specific Responsibilities and Activities

- Process supplier invoices and credit notes promptly.
- Investigate brought forward balances and reconcile creditor accounts/statements.
- Ensure documents are correctly addressed for each client.
- Liaise with utility companies to address balances, meter readings, LOAs, etc..
- Handle payment/invoice queries raised by members of the team and/or suppliers.
- Liaise with Property Managers and creditors to resolve any disputed invoices.
- Produce payable reports.
- Maintain the database with supplier details.
- Perform regular payment runs across multiple client bank accounts.