



**Information pack for the post of
Property Finance Assistant
Job reference number 1319
Closing date: 18th September 2026
Interview date: Week commencing 21st September 2026**

Guidance on completing the application form.

Please ensure all sections of the application form are complete.

Before filling in your application form, please read the job description carefully. This outlines the duties to be performed; the person specification will outline the skills, abilities and qualifications required of the postholder. You will need to demonstrate that you meet the requirements of the job description (or at least have the potential to do so), in order to be shortlisted for an interview.

Please note that when copying and pasting text into the online application form, the formatting may change, so please check before submitting.

We understand that some applicants may use artificial intelligence (AI) tools to assist with preparing their applications. All submitted information, whether supported by AI or not, must accurately reflect the applicant's own skills, experience, and qualifications. Recruitment decisions will be based on how well applicants demonstrate these attributes during the interview and selection process.

Disclosure and Barring Service (DBS)

Some posts may be subject to an enhanced DBS check. This will be stated in the advertisement, Job Description or Person Specification. Further information about this check can be obtained from the following website:

www.gov.uk/disclosure-barring-service-check

Politically Restricted Post

Some posts may be politically restricted, which means that, under the Local Government and Housing Act 1989, some posts will be disqualified from being a Councillor, Member of Parliament or Member of the European Parliament. The regulations restrict you from undertaking:

- Candidature for election
- Holding office in a political party
- Canvassing at elections
- Speaking or writing publicly on matters of party political controversy.

Additional Clearance

Some posts may at any time be required to undertake additional clearance or checks.

These may be required in order to comply with a request from a Government body or as a result of a statutory requirement and may include some form of criminal record check.

Referees

References must cover the last 3 years together with a reasonable account of any significant periods (6 months or more) of time spent abroad.

Ensure that the names of referees that you supply relate to people who you know in a professional capacity. Ideally, at least one referee should be your current manager or college tutor. Previous managers or tutors can also be named, but where possible, you should avoid providing names of colleagues or friends as referees.

Your referees will be asked to supply information regarding your professional and technical ability, your character and personality, and your timekeeping and reliability. They will also be asked for information regarding your general health and absences on the grounds of sickness over the last two years.

Evidence of information provided in your application form

Successful candidates will be required to provide documentary evidence of the qualifications required to do the job. We reserve the right to verify any information given on the application form and failure to provide such evidence will result in the offer being withdrawn or in dismissal.

Equality and diversity

Spelthorne Borough Council is committed to equality of opportunity for all in relation to the services and functions it carries out and in the employment practices it follows. As a responsible employer, the Council will conduct its affairs in a manner which will not unlawfully and unjustifiably cause disadvantage to any employee or job applicant on the following grounds: age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief or marriage and civil partnership.

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.

Complaints about equality and race equality issues will be dealt with promptly and seriously. Please refer to our website for further information.

Eligibility to work in the UK

The Asylum and Immigration Act makes it a criminal offence for employers to recruit staff who are not entitled to work in the UK. Therefore, any offer of

employment will be subject to the provision of documentary evidence to demonstrate that the successful candidate is entitled to work in the UK.

What happens after I submit my application?

The shortlisting panel will look at your application form after the closing date to see how well your skills, experience and knowledge meet the requirements of the job set out in the person specification. Candidates who are shortlisted for interview will be advised of the arrangements.

Telephone **01784 446426** or e-mail recruitment@spelthorne.gov.uk with any queries.

You are also able to apply online using www.surreyjobs.info

surreyjobs.info
A revolution for Public Sector jobs in Surrey
www.spelthorne.gov.uk



Property Finance Assistant

£28,846 - £38,866

Full-time (36 hours per week)

This role is within the Assets Department, reporting to the Property Accounts & Business Systems Manager.

You will look after all aspects of the Accounts Payable & Receivable functions whilst also being responsible for credit control. You will provide support to the business with all aspects of supplier management, invoice processing and payments, as well as general maintenance of the systems. You will be responsible for multiple bank reconciliations. This isn't just a data input role; it is an end-to-end Accounts Assistant role including coding, matching, batching of invoices, payment runs, credit control, etc. You will also be involved with inputting and checking lease information and ensuring that the billing and receipting are prepared and completed in a timely manner.

The role will also include processing utility invoices and assisting to ensure that all utility accounts are included in our consolidated billing and any additions or deletions are actioned and followed up promptly.

What we're looking for from you:

- A proven track record working in a varied, hands-on, property finance role.
- You should be experienced in delivering a superior service to all stakeholders across the business.
- You must have excellent attention to detail, be able to prioritise and manage your workload and be comfortable working alone or as part of a team.
- You should be comfortable using Microsoft Excel and working with formulas.
- Drive, enthusiasm, flexibility and an ability to work in a fast-paced environment.

For an informal chat about this post, please contact Russell Davis on 01784 446401 or email r.davis@spelthorne.gov.uk

This post is identified as a hybrid post supporting both office and home working in line with Spelthorne Borough Council's policy. The post holder will be required to attend the office in line with a rota and any service requirements.

Spelthorne Borough Council use the Microsoft Authenticator app as a secure way of accessing our network. Successful candidates will be required to use their own mobile device to download and use Authenticator.

In return, we can offer excellent conditions of service with a benefits' package that includes flexible working hours, pension scheme and at least 23 days' paid leave per year (pro rata for part time).

Closing date: Noon on Friday 18th September 2026

Interview date: Week commencing 21st September 2026

To apply, please use the 'apply online' button.

CVs can only be accepted in support of a completed application form.

Unfortunately, we are unable to reply to all candidates. If we have not contacted you within 3 weeks of the closing date, then your application has been unsuccessful. All shortlisted applicants will be contacted via email after the closing date.

Local Government Reorganisation (LGR)

Spelthorne Borough Council is undergoing Local Government Reorganisation, moving from a two-tier system to two new unitary councils in April 2027. Please see more information here [Local government in Surrey is changing | Spelthorne Borough Council](#) and also [Future Surrey – Surrey LGR Hub](#)

Working towards equal opportunities

Strictly No Agencies

JOB DESCRIPTION

Date Prepared: 9.26

Post Title: Property Finance Assistant

Post Number: 4165 Grade: 4/6

Service: Assets

Service Head: Group Head Assets

Report To: Property Accounts & Business Systems Manager

- General Duties:
- Assist with the collection of rents from the Council's tenants across the commercial, municipal, and residential portfolio.
 - Help to ensure that tenants pay on time and to chase up debt where this does not occur.
 - Full end to end processing of accounts payable and receivable functions.
 - Weekly and monthly bank reconciliations.
 - Reporting of KPI's, including budget monitoring, debt performance, collection stats.
 - Monthly supplier payment runs.
 - Monthly billing cycles and debt chasing.
 - Business support – working closely with other teams within the council to provide asset finance information & decision support.
 - System maintenance, e.g., inputting of leases onto system.
 - New processes/systems testing/preparation.
 - Help ensure robust processes and systems are in place to manage the financial aspect of the Council's portfolios.
 - Assist with ensuring the effective day to day running of the accounting system which deals with all the Councils assets.

General Responsibilities:

Equal Opportunities:

The Council is committed to achieving equality of opportunity and expects all employees to implement and promote its policies in all areas of their work including attending training as appropriate.

GDPR:

The council is committed to the principle of confidentiality and the requirements of the Data Protection Act and expects all employees to implement and promote its policies in all areas of their work including attending training as appropriate.

Health and Safety:

The Council is committed to providing a healthy and safe working environment and expects all employees to implement and promote policies in all areas of their work including attending training as appropriate.

Particular Duties and responsibilities:

1. To assist with ensuring the timely collection of all rent, fees, service charge, insurance and other costs payable by the Council's tenants and licensees. This will cover the Council's municipal, investment and residential portfolio.
2. Liaising with the Surveyor where necessary to resolve any rent charge queries.
3. Liaise with the Surveyor on any debt collection issues and arrears.
4. Assist in providing accurate and regular reporting on arrears and monitor income collection statistics.
5. Assist in providing income and expenditure statements at property and portfolio level.
6. Assisting in monitoring of the budgets and cash flows at property level on the Investment/Residential and Municipal portfolio.
7. Process creditor invoices and prepare BACS payment runs.
8. Reconcile bank accounts on a weekly and monthly basis.
9. Process utility invoices and reconcile utility accounts.
10. Complete supplier statement reconciliations in a timely manner.
11. System Maintenance – Assist in ensuring that the council's assets are all registered and updated accordingly on the property accounting system.
12. Help maintain the property management system.
13. Liaise and assist internal and external auditors when directed to do so.
14. Assist in ensuring that the insurance certificates are accurate and oversee the reimbursement of insurance premiums.
15. This job description is not intended to be an exhaustive list of activities but rather an outline of the main areas of responsibility.

16. Carry out such other duties as may be required by your Group Head appropriate to your skills and to a level of responsibility not exceeding the grade on which you are appointed. In accordance with the Equality Act any reasonable adjustments will be made to overcome any factor which puts a disabled employee or applicant at a disadvantage.

Person Specification

Post: Property Finance Assistant (Assets)

Post number: 4165

Key job requirements		Desirable/ essential	Testing mechanism
1. Skills			
Analytical – able to interrogate and challenge data and financial information		Essential	Application/ Interview
Able to see quickly what needs to be done to improve the robustness of systems, processes and procedures		Desirable	Application/ Interview
Strong Excel skills		Essential	Application/ Interview
Team player		Essential	Application/ Interview
Project Management skills		Desirable	Application/ Interview
2. Experience			
Knowledge of basic accounting		Essential	Application/ Interview
Previous experience in end-to-end process of accounts payable and credit control		Essential	Application/ Interview
Previous experience in reconciling multiple bank accounts with high level of transactions		Essential	Application/ Interview
Previous experience in Asset management		Desirable	Application/ Interview
Experience of using property management systems such as Tramps/Bluebox, Horizon, Yardi or similar		Desirable	Application/ Interview
Previous experience of utility accounts and the complexities around these, including reconciliations		Essential	Application/ Interview
3. Knowledge			

Post: Property Finance Assistant (Assets)

Post number: 4165

Key job requirements	Desirable/ essential	Testing mechanism
Practical experience in managing property accounts	Desirable	Application/ Interview
Detailed knowledge and experience of:	Desirable	Application/ Interview
Budgetary control and management	Desirable	Application/ Interview
How to control and manage risks	Desirable	Application/ Interview
4. Qualifications		
Minimum GCSE level education – Maths and English	Essential	Application
5. Personal Qualities		
Able to interrogate, input and extract data	Essential	Application/ Interview
Adaptable - successfully deal with a variety of situations	Essential	Application/ Interview
Self-motivated and well organised	Essential	Application/ Interview