

|  |  |
| --- | --- |
| **Role Title** | Systems Accountant |
| **Directorate** | N/A |
| **Reports to** | Director of Finance and Resources |
| **Role purpose** |
| Populo Living is looking for a Systems Accountant to work under with the Director of Finance and Resources, primarily to support the business using our property management software, Yardi. The successful candidate will be expected to enter the business and initially understand how we are currently using Yardi, from here you will be tasked with figuring out how to make using the software easier and develop more streamlined processes on how Yardi should be used. The candidate will also be tasked with training teams on how to use Yardi software to perform different tasks.The successful candidate will have experience in analyzing and producing financial data. They will also be responsible for maintaining the accuracy and efficiency of financial data. Building reporting structures and designing internal controls on the system will also be an imperative part of the role.You will need to be able to maintain good relationships with both, the Customer Services team and the Finance team, as you will be interacting with both of these teams regularly. We also expect you to be articulate and able to explain technical systems information, in a way that makes sense for anyone that you are talking with. |
| **Key responsibilities “What You Have to Do”**  |
| ***Key Responsibilities:**** Collaborating with the finance team to build out the reporting structure and dashboard structure, including management reporting and year-end reports;
* Collaborating with the Customer Services team to assist them with managing properties, incomes and debts.
* Designing and implementing internal system controls to safeguard financial data integrity;
* Being the Yardi super admin, overseeing system changes, integrations, and automation enhancements;
* Evaluating and proposing improvements to system functionality to maximise efficiency and effectiveness;
* Maintaining and evolving our Chart of Accounts to support evolving business needs;
* Ensuring system permissions align with approved roles and responsibilities and ensure segregation of duties are in place;
* Providing training and support to colleagues to enhance their proficiency in using Yardi.
* Collaboration with our IT teams;
* Supporting the annual external audit process, particularly IT General Controls for Finance.
 |

|  |
| --- |
| **Role competencies** |
| ***Required Competencies:**** Extensive experience using Yardi.
* Experience in creating training material and conducting training sessions.
* Experience overseeing end – to – end processes.
* Strong analytic skills and attention to detail.
* Excellent understanding of accounting principles and financial reporting.
* Effective communication abilities.

***Qualifications and Experience:**** Qualified accountant (ACA/ACCA/CIMA) with 3 years minimum post qualified experience
* Yardi experience essential.
* Advanced proficiency in MS Excel, including modelling capabilities.
* A solid understanding of finance data, systems, and processes.
* A solid understanding of controls and best practice.
* Exceptional communication and presentation skills, both written and verbal.
* Strong analytical and problem-solving abilities, coupled with meticulous attention to detail.
* The ability to thrive in a fast-paced, deadline-driven environment, both independently and as part of a collaborative team.
 |
| **Benefits** |
| * Salary £55,000 per annum
* 10% Employer pension through 5% salary sacrifice
* Training budget of £1k a year
* Cycle to Work scheme.
* Pink Salary sacrifice (Electric car scheme)
* Life assurance cover of 4x salary.
 |