

## Assistant Finance Manager - Retail and Commercial

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Company: Meriton Group

Location: Australia

Category: other-general

Assistant Finance Manager - Retail and Commercial For over 60 years, Meriton has been designing and building award-winning apartments in the best possible locations, with close to 80,000 apartments to our name across Sydney, Brisbane, Gold Coast, Melbourne and Canberra. We have also grown considerably in the retail field alongside our apartments. We are seeking an energetic, collaborative professional with leadership qualities, high attention to detail, great time management skills and excellent communication to join our Retail Team as Assistant Finance Manager - Retail and Commercial. This is a 12-month contract, full-time at our Head Office in the CBD, and reports to the Property Manager: Retail and Commercial. In this role you will be responsible for providing quality support to the Finance and Property Managers and your day-to-day activities will include: First point of contact with enquiries regarding retail matters Rent management such as daily rent receipting, process and late fees charges. Daily and weekly bank reconciliation Manage tenant Direct Debits, tenant refunds and payment of expenses. Assist with tenant reconciliations. Ensure rent increases and other changes are captured accurately. Assist the Property Manager with refunds of bonds and processing of Bank Guarantees Invoicing tenants for recoverable expenses, both Meriton owned and managed properties As we require an experienced person to fill this role, you should have: Minimum 5 years accounting or property management experience in the retail sector including solid understanding of the retail leases act. Strong knowledge of the MRI Program Solid understanding of outgoing structures and legislation. Understanding of leases and lease structures is highly desirable. Excellent time-management skills and able to work under pressure to meet deadlines. Proficient in Excel is an

advantage. Candidates must have full, unlimited and permanent rights to work in Australia. Recruitment agencies: DO NOT contact any of our employees regarding this role. Please note this role is not available for release to agency, nor on-hire employees. Meriton will award no representation rights for unsolicited CV's sent to any member of our staff. Your application will include the following questions: Do you agree to the privacy policy of Meriton Group? Do you have permanent work rights in Australia with no restrictions? How much notice are you required to give your current employer? What is your annual basic salary expectation? This position is full time from 9am to 5pm Weekdays in the office in the Sydney CBD. Are you able to work these hours? How many years' experiences do you have in Retail Property Management? This is a 12 month contract (estimate around May 2024 - May 2025) on a full-time basis. Are you able to commit to this contract period? Report this job advert. Don't provide your bank or credit card details when applying for jobs. Choose from thousands of courses delivered by leaders in education.

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