

Job Description: Rents Officer



Hours:
Fulltime



Location:
based in
Dublin



Reporting to:
Head of Finance



€45,069-
€53,993

Role overview

Peter McVerry Trust is a national housing and homeless charity committed to reducing homelessness and the harm caused by substance misuse and social disadvantage.

The role of **Rents Officer** is to manage and report on all aspects of the Rents received and hold responsibility for reconciliation of PMVT rental income with assistance from the Housing Team and Central Supports Team.

Responsibilities

The role will include but not limited to, the following key responsibilities;

- Rents P&A – check and liaise with the Housing and Development team.
- Rents EV/CAS – to record and detail all CAS rents received and to Liaise with Central Supports.
- To handle the submission and recording of necessary paperwork to local authorities and government agencies.
- Completing monthly Rent reports on Xero (accounting system).
- Other Rents reconcile to Bank and Salesforce records-keep both updated.
- Oversee issue and control of Sum Up Card Machines to Services.
- Assisting Capital Claims Applications in liaison with the Development team.
- Ensuring adherence to the Organisations Internal Financial controls.
- Rent KPI reporting directly to the Head of Finance.
- Assisting the Head of Finance in preparing financial returns of income and expenditure for relevant cost centres and funding agencies as required.
- Any other duties that may be assigned by the Head of Finance from time to time.

Experience Required

Qualifications, Skills and Experience required;

- Part qualified Accountant or Accounting Technician
- Experience Accounting Software and Excel
- Desirable – Xero Accounting System
- Strong Financial Controls ethos
- Experience of working as part of a team,
- Experience in the Not-for-profit Sector and knowledge of the Charities SORP is desirable.
- Knowledge of Rents and dealing with state agencies is desirable
- Excellent Communicator

Other Information

- **Confidentiality:** It is a condition of service that all information obtained during the course of employment, especially with regard to participants affairs is treated with the strictest confidence.
- **Equal Opportunities:** To implement Equal Opportunities into your daily practice at all times
- **Health and Safety:** To be responsible for your own health and safety and that of your Colleagues in accordance with relevant PMVT policies and procedures.

Employee benefits

- Core Professional Training and CPD
- Cycle to Work Scheme and Tax Saver
- Death in Service Benefit
- Employee Assistance Programme
- Career progression opportunities

How to apply:

To apply please download the application form or visit pmvtrust.ie/careers:
[Application Form](#)

Completed application forms should be sent to recruitment@pmvtrust.ie
along with your CV and Cover Letter.

Peter McVerry Trust is an Equal Opportunity Employer.
Registration Number 412953 | Charity Number CHY7256