

Job Description

Job title:	Rents Officer
Department:	Finance
Reporting to:	Head of Finance
Salary:	€45,069- €53,993
Hours:	Full time
Location:	Dublin 1

Role overview

Peter McVerry Trust is a national housing and homeless charity committed to reducing homelessness.

The role of Rents Officer within the Finance Department is to manage and report on all aspects of the Rents received and paid and hold responsibility for reconciliation of PMVT rental income with assistance from the Housing Team and Residential Services Team.

Responsibilities

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

- Recording, monitoring, reconciling and reporting the following types of rent in PMVT's accounting system Xero (accounting system):
 - Rental lease payments
 - Payment and Availability (P&A) funding received from Local Authorities
 - Capital Assistance Scheme (CAS) / Economic Value (EV) rent received from Local Authorities
 - Rent received from tenants / participants
- Liaise with Local Authorities and landlords in respect of payments and complete rent reviews as required.
- Liaise with PMVT's Housing and Residential Services.
- Maintain a supporting schedule of leases and P&A funding.
- Reconcile rent to the PMVT's bank account and rent management systems Salesforce and Affinity to ensure records are kept up to date.
- Completing monthly Rent reports on Xero.
- Rent KPI reporting directly to the Head of Finance.
- Ensuring adherence to the Organisation's Internal Financial controls.
- Assisting the Head of Finance in preparing financial returns of rental 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.

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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

All employees are required to adhere to PMVT's policies and procedures including but not limited to;

- 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.
- Child Protection: follow all child protection legislation, regulations, and guidelines including the PMVT Child Protection and Safeguarding Policy.

Benefits

- Attractive Salary
- 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](#) available at pmvtrust.ie/careers and return to recruitment@pmvtrust.ie along with your CV and cover letter.