HUMAN RESOURCES
JOB DESCRIPTION

JOB DETAILS	
Job Title	**Location**
Property Finance Manager	Abu Dhabi (site based)
Department	**Direct Reports**
Property Management	Nil
Reports to	**Date Prepared**
Head of Property Management	August 2020

JOB SUMMARY

Under limited supervision, applies cash and accrual accounting principles to prepare, analyze, maintain and deliver complete and accurate financial reports for a moderately complex retail portfolio comprising of three schemes for one of CBRE's clients.
CV's for all relevant candidates should be sent to: recruitment.uae@cbre.com

ESSENTIAL DUTIES AND RESPONSIBILITIES

Key Tasks

- Completes intermediate to advanced level accounting transactions in preparation of client financial statement packages.
- Is actively involved along with the Property Manager in the set up of all financial processes and procedures relating to the three retail properties from scratch.
- Assists the client to implement best practice procedures for finanical accounting and reporting.
- Can confidently present to the Client on all financial matters and prepare detailed reports.
- Creates and posts journal entries.
- Ensures that all expenses, receipts, owner's distributions, funding requests and other transactions for the accounting period have been accurately posted.
- Provides the client advise in respect of the optimum accounting platform to integrate with their own in house solutions.
- Generates and reviews financial packages for accuracy and comprehensive reporting.
- Prepares packages on a schedule to ensure timely delivery to the client and other management teams.
- Adheres to International Financial Reporting Standards (IFRS) to ensure internal and external reporting requirements are consistently met.
- Reviews and audits funding and payment requests for accuracy, documentation and authorisation in accordance with established operating procedures.
- Responds to and resolves issues and requests from management teams and clients regarding various accounting issues and reports, including profit and loss statements.
- Researches open accounting issues and recognises potential issues and/or conflicts so corrective action can intercept and minimise issues.
- Participates in budgeting and forecasting for assigned property portfolio, new property and client transitions, and client audit requests.
- Assists in training team members on portfolio specific transitions.
- Monitors scope of services delivered and provides feedback to proprerty manager regarding any changes in scope.
- Coordinates work with other team members.
- Performs other duties as assigned.
- Manages rent receipts, rental records, rent queries and rent arrears
- Manages the property bank accounts and surplus balances distributions
- Makes property invoice payments and maintaining associated spreadsheets
- Prepare operating/CAPEX budget with operational plan and ensure execution of CAPEX and OPEX budget for the sites.

OTHER DUTIES AND RESPONSIBILITIES

Communication Skills
- Excellent written and verbal communication skills.
- Strong organisational and analytical skills.
- Ability to provide efficient, timely, reliable and courteous service to customers.
- Ability to effectively present information.

Financial Knowledge
- Requires intermediate knowledge of International Financial Reporting Standards (IFRS) and International Accounting Standards Board (IASB) regulations including an intermediate knowledge of financial terms and principles to include accounting methods (cash, accrual, and full IFRS).
- Ability to calculate intermediate figures such as percentages, discounts, and/or commissions.
- Conducts intermediate financial analysis.

Reasoning Ability
- Ability to comprehend, analyse, and interpret complex documents.
- Ability to solve problems involving several options in situations.
- Requires intermediate analytical and quantitative skills.

Other Skills and Abilities
- Intermediate knowledge of computer software and hardware (i.e. Microsoft Office Suite Products).
- Ability to work in multiple accounting software applications. (i.e. Yardi)

OTHER DUTIES AND RESPONSIBILITIES Cont.

Commitment to Values

Demonstrated ability to adhere to an organisational set of core values and act in line with those values. Our CBRE R.I.S.E. values:

RESPECT – Treat everyone with dignity, value their contributions, and help one another succeed.

INTEGRITY – Uphold the highest ethical standards in our business practices.

SERVICE – Dedicate ourselves to making a meaningful impact with our clients and in our communities.

EXCELLENCE – Aspire to be the best in everything we do and drive for continuous improvement.

RESPONSIBILITY

Supervisory Responsibility
- No formal supervisory responsibilities in this position.
- May provide informal assistance such as technical guidance and/or portfolio-specific training to co-workers.

Scope of Responsibility
- Decisions made with general understanding of procedures and company policies to achieve set results and deadlines.
- Responsible for setting own project deadlines.
- Errors in judgment may cause short-term impact to co-workers and supervisor.

EXPERIENCE AND QUALIFICATIONS

Qualifications	To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
Education and Experience	Degree from a four-year college or university program with an emphasis in accounting, finance or related field required. A minimum of five years prior accounting, finance or related experience required, preferably within the commercial real estate industry. Experience with real estate accounting software preferred.
Certificates and/or Licenses	None.
Languages	Fluency in English, verbal and written. Arabic and other languages are advantageous.
Professional Certification/Licenses	ACA, ACCA, CIMA.
Driving Licence	UAE driving licence.

DOCUMENT NAME: Job Description
This is an official CBRE Human Resources document and is intended for internal distribution to company employees only. This job description has been designed to indicate the general nature and level of work performed by employees in this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job.