



Our client is part of an international Group and a leading property management company in Hungary. The company manages office buildings, logistics centers and shopping centers, which are mainly owned by international investors.

HEAD OF BOOKKEEPING (F/M)

Responsibilities

The Head of Bookkeeping is responsible for the entire bookkeeping of more than 20 properties. Each property is administrated in a project company (general accounting services are provide by another Group company).

The right candidate is able to manage a small team of bookkeepers, possesses a good understanding of property management, works systematically and accurately, and fulfills the requirements to be the main contact for the company's top management, property owners, banks, tenants and the company's own Asset Managers.

The main tasks are:

- Managing all bookkeeping related tasks for the project companies
- Responsible for entire bookkeeping work of more than 20 companies. Each member of the bookkeeping team is responsible for the entire bookkeeping work for her/his specific companies. The Head of Bookkeeping is also doing the bookkeeping for two companies. This enables him/her to have an up-to-date understanding of the daily work of a bookkeeper and to be a role model for his/her team members.
- As the main contact person for the international management, investors, external partners, banks and the local management, the position holder is responsible for the accurate work of the bookkeeping team and keeping all deadlines.
- Accounts receivable management
- Controlling overdue invoices, calculating delayed interest, dunning
- Managing the preparation of the operating expenses for each property
- Invoicing the tenants
- Administrating all contracts (rental contracts, contracts with third party suppliers)
- Checking and approving all incoming invoices
- Evaluating international Group standards with local Hungarian billing requirements
- Account reconciliation
- Controlling the cash flow of the project companies
- Supporting the General Management



Requirements

- Several years of professional experience in general accounting, controlling or audit
- Team player with some good management experience and the capacity to manage a small team
- Dedicated and committed
- Self-starter, responsible and reliable
- Accurate and able to meet deadlines
- Flexible and able to work under pressure
- Proactive and able to work in a team
- Experience in property management would be beneficial
- Good knowledge of MS-Office
- University or college degree in business administration
- Native Hungarian and fluent English, German is an advantage

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