

Business Rates Payment Management Assistant

Date: 7th February 2012

Location: Southampton

Job Title: Business Rates Payment Management Assistant

Terms: Permanent

Hours: Full Time

Salary: Competitive

GL Hearn is a specialist provider of property and advisory services acting for many leading names in both the public and private sectors. We understand our clients business and deliver timely, integrated and relevant advice through best in class people working together in a supportive environment.

Business Rates Payment Management Assistant – Southampton.

We are looking for an exceptionally talented person to join our Rates Payment team to assist in the receipt and checking of rates bills issued by Billing Authorities in respect of properties throughout England, Wales, Scotland and Ireland. Previous knowledge of Business Rates would be an advantage but full training will be provided.

We require a self motivated, exceptional individual with good verbal and written skills, capable of working conscientiously both individually and within a team. Sound financial and numeracy skills are required as is absolute financial probity and accuracy. Excellent interpersonal and communication skills are required. Understanding the importance of accuracy, and timeliness in client reporting. Excellent IT skills including Excel (advanced), database maintenance and Word

For more information and to apply please contact:

Susan Wright
Head of Human Resources
GL Hearn
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Closing Date: 29th February 2012

We are an equal opportunities employer and welcome applications from suitable qualified people regardless of age, gender, marital status, race, religion, politics or disability.