

JOB DESCRIPTION

Position Title	Credit Control Administrator
Position reports to	
Salary	TBC
Location	Dublin
Position type	Maternity cover

Business Overview

Gresham House is a specialist alternative asset manager providing funds, direct investments and tailored investment solutions, including co-investment across a range of highly differentiated alternative investment strategies. Our expertise includes strategic public, private equity (private assets), timber, renewable energy, housing and infrastructure. We aim to deliver sustainable financial returns and we are committed to building long-term partnerships with our clients to help them achieve their financial goals.

From a standing start in December 2014, through a combination of acquisitions and organic growth, the Gresham House business has grown exponentially, with assets under management now at c.£5.4 billion, (10 September 2021), providing a strong and scalable platform from which to continue to grow. The team is delivering on its objectives and now has c.180 employees working in London, Oxford, Dumfries and Perth in Scotland and Dublin.

The business divides into two divisions - Strategic Equity and Real Assets:



1. As at 31 December 2021

Role Objective

Gresham House Ireland, formerly Appian Asset Management, is a leading Irish based asset manager that was founded in 2003. It manages a range of funds, on behalf of private clients, pension funds, endowments, charities and corporates in Ireland, focused on different areas of investment, from global funds to Irish property. Gresham House acquired Appian Asset Management in July 2021.

Gresham House Ireland Real Estate is seeking a full time Credit Control Administrator for a 9 month maternity cover to join the finance team of a busy property asset and development management company established in 2012.

We are a driven, ambitious and hard- working small team. We pride ourselves on providing one of the most comprehensive and reliable asset and development management services in our sector, and work with our clients to gain an in-depth understanding of their business and property needs, allowing us to help them realise their ambitions.

Key Responsibilities / Accountabilities

- Ownership of the billings and receipts allocation functions
 - Raise tenant rents and service charge billings on a quarterly and monthly basis.
 - Raise adhoc billings for tenant recharges as advised by the Property Managers
 - Solving tricky billings and credit issues
 - Confirm receipt allocations with Property Managers as required, and follow up tenant queries
 - Update procedures and make recommendations to improve the billings process
- Responsible for the credit control function
 - Chasing commercial property arrears, which involves emailing statements, contacting tenants by email and phone regularly
 - Issue 7-day demand letters for late payers ignoring requests for payment and if appropriate refer to solicitors for legal action
 - Prepare bi- weekly arrears report and update Property Managers with tenant receipts daily
- Providing support to the rest of the Finance team when required

Skills & Experience

- Proficient in Microsoft Word and Excel. Knowledge of Yardi and/or Landmark highly desirable
- Excellent communication skills are required to deal with staff at all levels including senior management
- Experience of working in a property-based environment desirable but not essential

Personal Attributes

- Be efficient, reliable and thorough
- Ability to work on own initiative, being highly detail-orientated and manage a high volume of work
- Fast paced - ability to work on a variety of tasks with tight deadlines
- Commitment to the business and the team and a problem solver
- Strong intellect - the ability to analyse and distil information quickly and effectively
- Able to communicate effectively and adapt to anyone within the broader team

Gresham House is an equal opportunities employer and encourages all qualified candidates to apply regardless of their racial, ethnic, religious and cultural background, gender, sexual orientation or disabilities. Gresham House is dedicated to encouraging a supportive and inclusive culture amongst all our employees.

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