

# martinsproperties

## Martin's Properties

### Job Description – Financial Controller

Location: 36 Walpole Street,  
Chelsea, London, SW3 4QS

<http://www.martins-properties.co.uk/>

Martin's Properties are a family owned, active, dynamic and ambitious property company with a prestigious property portfolio worth up to £352 million across Fulham, Chelsea and Kensington. Their assets include a mix of commercial, retail, residential, office, leisure and mixed use properties. Martins are looking to grow the business over the next 7 years towards £1bn of net assets and are aiming to diversify geographically and sectorally. The focus going forward will be on London fringes and M25 towns in the office, retail, industrial, PRS and hotel sectors. The balance weighting of the portfolio will be 50% core income, 30% asset management and 20% development. The company has very low gearing at 18% and acquisitions and developments are funded through internal cash resources.

The company has been established over 70 years and its values remain at the heart of the business. The family shareholders delegate the management of the business to an independently chaired Board. The Executive Board comprises of Tom Martin (CEO), Paul Nicholson (FD) and Richard Bourne (Property Director).

Martin's Properties is a customer and community facing business with a focus on creating and managing sustainable, well-designed buildings that enhance the local environment and deliver exceptional customer service.

We are seeking to recruit a full time Financial Controller to oversee the finance team which comprises three roles, Cost Accountant, Purchase Ledger Controller and Property Accounts Administrator.

#### **Key Responsibilities**

- Management Accounts
- KPI analysis
- Budgeting
- Cash flow forecasting – short and long term
- Statutory Accounts and audit
- Provision of tax information
- Management of team of three

#### **The Required Role**

- Preparation of KPI dashboards
- Management accounts, by entity and group (quarterly basis)
- Cash flow forecasts – 3 month rolling, financial year and 3 and 5 year basis (quarterly)
- Preparation of budgets from base data prepared by property managers and others.

# martinsproperties

- Variance analysis against budget
- Organising year end and coordinating with external auditors
- Annual statutory accounts preparation for corporate group, trusts and LLP
- Balance sheet account reconciliations, inter-company accounts, accrual and prepayments, depreciation.
- Preparation of excel based tax packs for our external Tax accountants
- Ad hoc accounting and analysis work and assisting the Finance Director as required.
- File Annual Tax on Enveloped Dwellings (ATED) returns
- Supervising sales and purchase ledger, VAT, project accounting and other functions

## **The required candidate**

- Qualified accountant
- 5 years post qualification experience including at least 3 years in industry
- Income, corporate and VAT tax knowledge
- Dynamic
- Enthusiastic
- Excellent MS Office skills including detailed EXCEL spreadsheet experience, report writing and presentation materials
- Strong user experience of accounting software, preferably (but not essential) QUBE

## **What's on Offer?**

On offer for the successful candidate is a competitive salary/bonus and benefits package dependant on experience.

Contact: HR. Manager  
[andrea@martins-properties.co.uk](mailto:andrea@martins-properties.co.uk)