



Role Title: Block Manager (x2)

Location: Brighton

Salary: Dependant on skills and experience

ARIM Limited is a wholly owned subsidiary of Allsop, one of the UK's leading property consultants, providing management and investment services to the residential investment market and private rented sector.

ARIM is now one of the largest residential investment managers with well in excess on 10,000 units under management across the UK mainland, from offices in Brighton, London, Leeds and Glasgow.

We offer an excellent benefits package including 25 days holiday entitlement; annual bonus of up to 10% of salary; company pension scheme; annual season ticket loan; childcare vouchers.

Role Purpose:

To provide an effective block management service to freeholders, leaseholders, co owners and tenants in relation to buildings and/or estates within ARIM management. Including but not limited to;

Role Responsibilities/Accountabilities

- Assisting in the support and working with the team of Property Managers.
- Reporting to Senior Management and the Client on all aspects of the portfolio as and when required.
- Administering ground rent and service charges including interim and final invoicing and collection.
- Administering all aspects of co-owned stock on a white label basis, including but not limited to assisting in defining and implementing processes and documentation, managing changes in shares, associated charges and their review in accordance with the terms of the agreement.
- Organising and supervising repair, maintenance and, if required, improvement works under existing contracts or arrangements.

- Appointing caretakers and contractors as required to provide or perform services on behalf of freeholders and/or management companies.
- Ensuring that the ARIM service complies with all statutory regulation and requirements including Health & Safety.
- Monitoring the performance of caretakers and contractors generally to assure value for money and quality of service.
- Attending meetings as may be required from time to time in fulfilment of the ARIM service obligations.
- Develop an annual service charge budget
- Agree the annual budget with the leaseholders/freeholders and any other relevant parties as appropriate
- Pay invoices once authorised and ensuring that no financial liabilities are committed without adequate funding available from client(s).
- Reading all leases and other documents to understand fully the covenants and obligations required to be performed on behalf of clients.
- Attending properties to meet clients and third parties in performance of the ARIM service.
- Complying with Statutory provisions in relation to any proposed works or expenditure
- Attending Court and such Tribunals as may from time to time be required to give evidence in support of the client's position.
- Answering all requests for Landlord's consent and all correspondence generated by the ARIM service provision.
- Ensuring at month end that relevant financial data is available to enable accurate financial reporting to each client.
- Preparing year-end reconciliations with recovery of any balancing charges.
- Reporting on breaches of covenant
- Advising client on all relevant matters and liaise with appointed Solicitors
- Answering enquiries from lessees and their Solicitors
- Handling insurance claims via brokers and/or loss adjusters

Person Specification

<i>CRITERIA</i>	<i>ESSENTIAL CHARACTERISTICS</i>	<i>DESIRABLE CHARACTERISTICS</i>
Qualifications and Knowledge	Knowledge relevant to the role description	AIRPM CIH

<i>CRITERIA</i>	<i>ESSENTIAL CHARACTERISTICS</i>	<i>DESIRABLE CHARACTERISTICS</i>
Work Experience Consider length of time and level of experience	Minimum of 12 months relevant experience within a team environment Experience within the rented housing sector	Experience in the management of shared ownership products Minimum of 2 years block management experience
Skills and Abilities e.g. Numerate, Communication, Problem Solving	Articulate in both written and verbal communication Numerate with good IT skills Able to work on own initiative and prioritise Decision making	
Personal Attributes e.g. Does the role require team working/ what degree of independence is required/is flexibility required?	To be personable in a team environment To be self motivated To need minimum supervision Patience	
Other	Willing and able to travel	

If you would like to apply for this position, please send your CV along with a covering letter stating your salary expectation, to Kirsty Belshaw, HR Advisor, by email to kirstybelshaw@arim.co.uk, or alternatively by post to: ARIM Ltd, James Sellars House, 144 West George Street, Glasgow, G2 2HG.