

**Pennycuick Collins  
Birmingham**

**Property Manager**

£ Negotiable

Temporary contract

We are looking for a Property Manager on a temporary contract, initially 6 months guaranteed, to be based in our Birmingham office.

Ideally IRPM qualified, or alternatively with a good knowledge of Residential service charge management, to take control of a portfolio within the Birmingham/West Midlands area. Must be a driver, preferably with own car, but transport is available. A knowledge of accounting procedure and practice is an advantage.

Duties will include:

- Site visits and Homeowner liaison
- Dealing with repairs and maintenance
- Enforcing performance standards of cleaning, gardening etc
- Dealing with correspondence and phone calls in accordance with set procedures and time scales
- Evening meetings and liaison with Residents Associations
- Financial control, finalisation of year end accounts, cash flow budgeting, rent and service charge demand preparation and issue and dealing with cases of arrears and hardship

Pennycuick Collins is based in Birmingham and through its Residential Service Charge department deals with the management of blocks of flats in the West Midlands.

Please apply in writing with CV to

Peter Dening FRICS, FIRPM, FARLA  
Pennycuick Collins  
Chartered Surveyors  
9 The Square  
111 Broad Street  
Birmingham  
B15 1AS

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[www.pennycuick.co.uk](http://www.pennycuick.co.uk)