



## D2 Real Estate

**Job Title:** Bookkeeper

**Location:** Jersey (4th Floor, Conway House, 7-9 Conway Street, St Helier, JE2 3NT)

**Employment:** Permanent

**Salary:** Negotiable

D2 Real Estate is the Channel Islands' leading commercial real estate advisor, with over £800m of commercial property under management. Seven years on from our formation, D2 Real Estate has changed the landscape of commercial property management in the Channel Islands. We have achieved this through a relentless focus on attracting the region's very best assets, by investing in our people, and by delivering consistently excellent service to our clients.

D2 has the advantage of operating as an independent company but retains an alliance with our previous parent organisation BNP Paribas, the world's eighth largest bank. Our extensive suite of services includes property development and investment advice, commercial property leasing, property management, valuations, lease advisory, consultancy, and research.

To help us continue the exponential growth we're looking for an outstanding Bookkeeper.

### D2's culture:

We are a forward thinking, highly professional company where integrity matters and everyone has the right to speak up and challenge. We "play to win" and do this through teamwork and supporting each other.

### About the role

Reporting directly to the Head of Finance we are seeking a candidate who is highly organised, has excellent attention to detail and has a strong understanding of business systems and general accountancy.

This is an extremely varied role, where attention to detail is essential, particularly when it comes to processing supplier invoices where you will need to work with colleagues to ensure these are allocated correctly. You will need to become highly competent in using our systems, particularly Tramps and QuickBooks/Xero.

Responding to daily queries, processing transfers, settling creditor invoices as well as completing bank reconciliations, are key parts of the role. As we manage a large commercial portfolio, you will need to keep track of occupier's balances and chase arrears when necessary. This is an extremely varied role, where you will need to use your own initiative, albeit with the support of the wider team. Coming up with new ideas on ways to improve our systems and processes are encouraged.

Our clients and our team are busy people, we therefore expect efficiency and a best-in-class service. In return the successful candidate will be rewarded with a competitive salary, extensive benefits, and excellent opportunities for career development within our growing business.

We are an openly and proudly values-led organisation. We ask that all our team understand, embrace, and live by our core behaviours, which are integrity, teamwork, and professionalism.



Local Market Experts  
with a Global Mindset

### **Key role requirements**

- Record day to day financial transactions (bank transactions, journal postings etc.)
- Verify that transactions are recorded in the correct day book, supplier's ledger, customer ledger and general ledger.
- Quarterly reviews of service charge transactions.
- Complete GST/VAT returns and reports.
- Updating and maintaining static data in accounting software (Tramps/QuickBooks/Xero)
- Generating reports for clients and occupiers.
- Supplier invoice processing and payment runs.
- Credit control – chasing tenants and clients for payment, processing refunds.
- Provide excellent customer service to all clients and assist with client questions.
- Monthly bank reconciliations.
- Processing monthly credit card statements.
- Online banking maintenance and updates.
- Service Charge Year End preparation for external audit.
- Provide help to Management Accountant with direct charges to the occupiers e.g., electricity, insurance, water etc.
- Reviewing policies and procedures.

### **About you:**

- Proven bookkeeping experience.
- Minimum IAB Level 3 or working towards CAT or AAT.
- Solid understanding of bookkeeping and accounting principles.
- An outgoing, personable “team player”.
- Highly organised.
- Attention to detail.
- Ability to problem solve and use “initiative”.
- Good working knowledge of Outlook, Excel, Word, PowerPoint & Internet. Willingness to learn new systems and develop skills.
- Flexible and methodical approach to tasks and ability to meet deadlines.
- 5 years residency.

At D2 we're particularly interested in attitude, commitment, and professionalism.

### **A few other important things**

You'll need to adhere to all policies, procedures and regulations including those around anti-money laundering, terrorist financing and conflicts of interest.