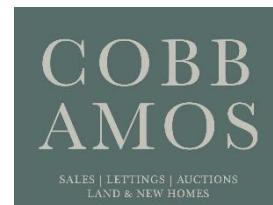


RENTS ADMINISTRATOR

Hereford

Reporting & Accountable to Company Directors (CD's) and PA to CD's.



Overview

We are seeking a highly organised and detail-oriented **Rents Administrator** to manage rental income processes, supporting the lettings, property management & compliance teams. The successful candidate will ensure accurate rent collection, maintain tenant records & provide administrative support to keep rental operations running smoothly.

Responsibilities

- Administer rent collection and ensure timely processing of tenant payments.
- Maintain accurate records of rental accounts, arrears and deposits.
- Monitor and chase outstanding rent, issuing reminders and notices when necessary.
- Reconcile rental income with bank statements and property management systems.
- Assist with tenancy agreements, renewals and rent reviews.
- Prepare reports on rental income, arrears, and occupancy for management review.
- Liaise with tenants, landlords, and external agencies regarding rent queries.
- Ensure compliance with housing regulations, tenancy laws and company policies.
- Provide general administrative support to the lettings, property management and compliance teams.
- Prepare month end reporting.

Personal Characteristics

Characteristic	Importance
Proficiency in Microsoft Office and property management software.	Essential
Excellent organisational and time-management skills.	Essential
High attention to detail and accuracy in financial record-keeping.	Essential
Strong communication and customer service skills.	Essential
Ability to work independently and collaboratively within a team.	Essential
Accounting background helpful.	Preferred

Additional Notes:

Working Hours

- Full or part time considered

Working Location

- Based from our Hereford Office

Please submit your resume for consideration.