

4. AREAS OF RESPONSIBILITY / ACCOUNTABILITY

- Authorise expenditure in line with Company Policy.
- Signing cheque requisitions up to £5,000.

5. KEY INTERFACES

Landlords/developers
Internal departments / businesses
External businesses
Professional organisations
Residents / customers

Note: No job description can be entirely comprehensive and the job holder will be expected to carry out other duties as may be requested from time to time which are broadly consistent with the job description.