

# Job Description

## Settlement Co-ordinator

**Department:** Finance

**Reporting to:** Chief Financial Officer

### **Key Responsibilities:**

- Processing settlement advices for all sales completed within the company
  - Receipting deposits, deducting company commission and forwarding balance to solicitors
  - Producing all company commission accounts
  - Responding to queries from stakeholders
  - Liaising with solicitor's, sales agents and branch administrators
  - Maintaining company solicitor database
- Trust Account
  - Responsible for running the company trust
  - All receipting, disbursements, reconciliations and monthly reports to auditors

### **Competencies Required:**

- Strong interpersonal and communication skill
- Ability to multitask and prioritise workload
- Work well under pressure
- High level of attention to detail
- Numerical ability and accurate data entry skills
- Demonstrate integrity, resilience and commitment in an evolving challenging environment
- High degree of professionalism and the ability to deal sensitively with confidential material and matters
- Demonstrate capacity to work independently/autonomously with minimal supervision and collaboratively within a team
- Customer service focus