

## ROLE PROFILE

<b>Job Title:</b>  Asset Accountant (Fixed Term Contract)	<b>Reports to:</b>  Asset Accountant	<b>Department:</b>  Finance	<b>Team:</b>  Finance	<b>Grade:</b>  E
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<p><b>Job Purpose:</b></p> <p>Ensure Your Housing Group maintains accurate and well controlled financial accounting records, ensuring the correct tax treatment of all Group assets.</p>	<p><b>Competencies:</b></p> <ul style="list-style-type: none"> <li>• Passion</li> <li>• Pride</li> <li>• Creativity</li> <li>• Accountability</li> </ul>
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**Key Responsibilities:**

1. Work with Commercial Finance Managers, ensuring asset budgets and forecasts are prepared to a high level of accuracy, in line with set timetables.
2. Ensure monthly reconciliations of the Fixed Asset Register (FAR) to the General Ledger, including root cause analysis and resolution of any reconciling differences is undertaken. Perform regular reviews for impairment triggers, whilst ensuring disposals and additions are recorded correctly.
3. Production of quality and timely financial information and reports to enable effective decision making by stakeholders. Reports to include the actual and forecast financial position, cash flows, variance analysis including commentary.
4. Complete the monthly management accounts in relation to tangible and intangible assets, (encompassing categories such as property, WIP for ongoing construction, reinvestment, software and capitalised labour) including ensuring all financial controls related to asset accounting are adhered to, by following defined Group procedures.
5. Ensure the NPV (Net Present Value) model is accurately updated in a timely manner to allow for informed decision making by key stakeholders.
6. Critically assess and provide recommendations to improve Group procedures from both a continuous improvement perspective and to address any control recommendations which arise from both internal and external audits.
7. Complete and communicate required financial projections for incorporation into Business Plans and Treasury requirements.
8. Take the lead in the preparation of information requested by the external auditors in respect of all tangible and intangible balances shown in the statutory accounts, including the provision of explanations to auditors.
9. Maintain effective and 'fit for purpose' financial accounting records recording the financial position at all times.
10. Manage and motivate Assistant Asset Accountants to provide excellent services embracing best practice, innovation and continuous improvement.
11. Provide coaching to colleagues and stakeholders to assist their understanding of finance services.
12. Build strong relationships with key stakeholders to ensure the services provided meet both regulatory and user identified requirements.
13. Fully implement the Group's PDR System within the team and develop direct reports to perform to the best of their abilities.
14. Undertake additional duties appropriate to the role and/or grade.

	Essential	Desirable
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Working knowledge of the latest Accounting Standards, particularly FRS102</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of relevant tax legislation pertinent to development companies, such as CIS (Construction Industry Scheme), OTT (Option To Tax), VAT (Value Added Tax), SDLT (Stamp Duty Land Tax)</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Ability to proactively challenge stakeholders to ensure financial control is maintained</li> <li>Attention to detail to ensure sufficient and accurate information is maintained within the FAR and reconciliations undertaken in line group requirements.</li> <li>Intermediate level Microsoft Excel skills</li> <li>Excellent communication skills, written and verbal.</li> <li>Ability to build and maintain strong working relationships</li> <li>Strong influencing and stakeholder management skills</li> </ul>	

	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous responsibility for the accounting of both tangible and intangible assets within an asset-based business, including (but not limited to) items such as impairment and valuation assessments</li> <li>• Preparation of statutory accounts disclosure notes, including full reconciliation to both FARs and Trial Balances.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience within a large construction company or not for profit organisation, ideally but not limited to social housing.</li> <li>• Previous experience drafting accounting policies, developing procedures and continuous improvement.</li> </ul>
<b>Qualifications/Education</b>	<ul style="list-style-type: none"> <li>• Fully qualified member of a recognised accounting body (i.e. ACA (Association of Chartered Accountants), ACCA (Association of Chartered Certified Accountants), CIMA (Chartered Institute of Management Accountants), CIPFA (Chartered Institute of Public Finance and Accountancy)</li> <li>• Qualified by experience will be considered</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant Degree level</li> </ul>
<b>People Management Responsibility?</b>	No line management responsibility	
<b>Budgetary Responsibility?</b>	No budgetary responsibility	
<b>Key Relationships (internal/external)</b>	Financial Control Team, Commercial Finance Managers, Auditors, YHG Asset and Development Directors	

**Safeguarding of Children Young people and Vulnerable Adults**

Your Housing Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

As a Your Housing Group employee, it is your responsibility to attend safeguarding training in accordance with YHG safeguarding training strategy and to be aware of and work in accordance with the YHG safeguarding policies and procedures and to raise any concerns relating to such procedures which may be noted during the course of duty.

**Key Role Performance Indicators**

1. Detailed, justifiable and auditable budgets and forecasts that are produced in line with issued guidance, specifically relating to timetable and accounting policy.
2. Accurate completion of the monthly management accounts for asset-related balances and analysis, ensuring full compliance with financial controls, capitalisation policy and procedures.
3. A marked improvement in the quality of fixed asset accounting, demonstrated by clearly documented processes and procedures and a clean audit report in FY21
4. with no fixed asset adjustments being proposed; provide accurate financial projections for business plans to Treasury's satisfaction.
5. Preparation of accurate and timely audit information to the satisfaction of the Head of Accounting and the auditors.
6. Accurate fixed asset records showing the correct classification and values at all times.
7. Demonstrate strong relationships with key stakeholders that ensure the services provided meet both regulatory and user-identified requirements.
8. Monthly balance sheet reconciliations for all asset accounts, with reconciling differences no older than one month.
9. Completion of one to ones for all direct reports, including mid year and end of year reviews in line with Group requirements.

**Date Role Profile Created/Updated:**

**January 2021**