

## ROLE PROFILE

<b>Job Title:</b>	<b>Reports to:</b>	<b>Department:</b>	<b>Team:</b>	<b>Grade:</b>
Assistant Asset Accountant	Asset Accountant	Finance	Finance	F

<p><b>Job Purpose:</b></p> <p>Assist the Asset Accountant with the production of accurate and timely financial information, related to all Group assets. This involves posting accurate journals, completing reconciliations, and ensuring that supporting documentation is fully compliant with YHG standards.</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.** Support the Asset Accountant in the preparation of 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.
- 2.** Perform accurate accounting in relation to fixed asset additions and disposals.
- 3.** Prepare and post required journals including, but not limited to, depreciation and amortisation for all assets.
- 4.** Perform monthly reconciliations of the Fixed Asset Register (FAR) to the General Ledger, including resolution of any reconciling differences within the Group defined timescales.
- 5.** Accurate budget and forecast establishment for all existing asset categories as guided by the Asset Accountant and Commercial Finance Managers.
- 6.** Assist in the 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, and the NPV model.
- 7.** Where relevant, assist the Asset Accountant and Commercial Finance Managers by providing support in meetings with key stakeholders in the business to provide and explain relevant financial information, with a view to improved decision making, reporting and budgeting.
- 8.** Prepare the statutory account disclosures in respect of all tangible and intangible balances, including the provision of explanations to auditors.
- 9.** Assist in the preparation of accurate and timely information to support all required reporting, including management information, external and internal audit, lenders and regulatory returns.
- 10.** Undertake additional duties appropriate to the role and/or grade.

	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Sound knowledge of computerised ledgers</li> <li>• Accounting techniques</li> <li>• Statutory and Regulatory Reporting requirements</li> <li>• Understanding the importance and content of balance sheet reconciliations</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of latest Accounting Standard and application to the social housing sector</li> <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>• Attention to detail to ensure sufficient and accurate information is maintained within the FAR and reconciliations undertaken in line group requirements.</li> <li>• Advanced level Microsoft Excel skills</li> <li>• Excellent communication skills, written and verbal.</li> <li>• Ability to build and maintain strong working relationships</li> <li>• Ability to work accurately when under pressure</li> </ul>	

	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous exposure to the accounting of both tangible and intangible assets within a business</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>• Preparation of statutory accounts disclosure notes, including full reconciliation to both FARs and Trial Balances.</li> </ul>
<b>Qualifications/Education</b>	<ul style="list-style-type: none"> <li>• Part 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>• Part Qualified by experience / desire to undertake qualification will be considered.</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. Journal posting in line with agreed timetable that does not require any corrections.
2. Preparation of accurate and timely audit information to the satisfaction of key stakeholders in line with agreed timetable.
3. Accurate fixed asset records showing the correct classification and values at all times.
4. Production of budget and forecast establishment in line with group timetable for all asset related balances
5. Timely completion of balance sheet reconciliations according to the group timetable, ensuring meaningful supporting documentation for all reconciling items is maintained.

**Date Role Profile Created/Updated:**

**April 2020**