

ROLE PROFILE

Asset Accountant

Grade

E

Contract Type

Home Worker 1

Finance Director



Business Finance Manager



Asset Accountant



Assistant Asset Accountant x 3

Department

Finance



Finance

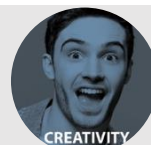
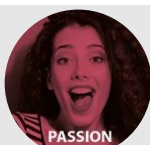
Role Overview

Ensure Your Housing Group maintains accurate and well controlled financial accounting records, ensuring the correct tax treatment of all Group assets.

RESPONSIBILITIES

- Work with Commercial Finance Managers, ensuring asset budgets and forecasts are prepared to a high level of accuracy, in line with set timetables.
- 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, providing technical advice where necessary, whilst ensuring disposals and additions are recorded correctly.
- Production of quality and timely financial information and reports to enable effective decision making by stakeholders, including contribution to Board and Committee papers.
- Complete monthly management accounts in relation to tangible and intangible assets, including ensuring all financial controls related to asset accounting are adhered to, by following defined Group procedures.
- 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.
- Complete and communicate required financial projections for incorporation into Business Plans and Treasury requirements.

Our values



Creating more places for people to thrive and be recognised as a sector leading landlord

- 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.
- Maintain effective and 'fit for purpose' financial accounting records recording the financial position.
- Provide coaching to colleagues and stakeholders to assist their understanding of finance services.
- Build strong relationships with key stakeholders to ensure the services provided meet both regulatory and user identified requirements.
- Support with the implementation of accounting policies, procedures and financial control, ensuring compliance with the Housing SORP (Statement of Recommended Practice), FRS 102 and other relevant accounting standards.
- Undertake additional duties appropriate to the role and/or grade.

STRENGTHS

- ✓ Excellent attention to detail
- ✓ Intermediate level Microsoft Excel skills
- ✓ Ability to build and maintain strong working relationships
- ✓ Strong influencing and stakeholder management skills
- ✓ Excellent communication skills, written and verbal

ESSENTIAL REQUIREMENTS

- ✓ Working knowledge of the latest Accounting Standards, particularly FRS102
- ✓ Experience of preparing statutory accounts disclosure notes, including full reconciliation to both FARs and Trial Balances
- ✓ Previous responsibility for the accounting of both tangible and intangible assets within an asset-based business, eg items such as impairment and valuation assessments
- ✓ 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))
Qualified by experience will be considered

BENEFICIAL TO THE ROLE

- ✓ Previous experience drafting accounting policies, developing procedures and continuous improvement
- ✓ Previous experience within a large construction company or not for profit organisation, ideally but not limited to social housing