

# Your Job Description

At Moat, you'll embrace our vision, our professional standards, and behaviours wholeheartedly and uphold our values, actively contributing to our culture that is open, effective, customer-driven and driven by curiosity.

## Who we are

We're a sector leading Housing Association, offering hybrid working, competitive pay and a supportive environment.

Our vision is to lead as a customer pioneer, driven by outside-in thinking, and dedicated to delivering an exceptional customer experience. We value every colleague and every team and want to support you in being the best you can be.

## How we work

Our values and the way we behave form the cornerstone of our journey to achieving our purpose of 'opening doors to better lives' for our customers and our vision to become Customer Pioneers. Our standards and behaviours support our values and they provide clear expectations about how we behave and work as Moat Housing Professionals. You can find these below and the full behaviour framework is available on our website.

### Be the Change

Be flexible and adaptable to change, sharing ideas and focusing on solutions.

#### Our Standards

Be inclusive  
Be a leader

#### Our Behaviours

Be adaptable  
Be smart working

### Better Together

Set high standards, working together and welcoming every opportunity to learn and improve.

#### Our Standards

Be knowledgeable  
Be skilled

#### Our Behaviours

Be collaborative  
Be smart working

### Own it

Take personal responsibility for making things happen and seeing things through.

#### Our Standards

Show integrity  
Be ethical

#### Our Behaviours

Be empowered  
Be accountable

### Lead by Example

We work hard for our customers and take pride in making a difference to their lives.

#### Our Standards

Be an advocate

#### Our Behaviours

Be supportive  
Be nurturing



We recognise the significance of equality, diversity, and inclusion (EDI) in achieving success, and we're fully committed to being genuinely inclusive in everything we do. As a Moat Housing Professional, we expect you to show strong commitment to our approach to EDI and to our health and safety, compliance, and code of conduct policies and practices.

## Who's in my team?

|                   |                     |
|-------------------|---------------------|
| Team              | Accounting Services |
| Line Manager      | Senior Accountant   |
| My direct reports | N/A                 |
| Updated           | December 2024       |

## What's my role?

To prepare monthly performance reporting, budgets and annual financial statements for allocated Group entities and budget holders. To work with and challenge budget holders in interpreting financial information to improve business decisions.

## What am I accountable for?

- Preparing monthly performance reporting at group, company and budget holder levels.
- Acting as a business partner to allocated budget holders, attending departmental management meetings and integrating finance into operational work areas. This includes understanding the processes and needs of operational teams and providing financial information in a format which aids business decisions.
- Proactively working with budget holders, to prepare annual budget and monthly forecasts for analysis against actual results challenging operating costs and seeking operational efficiencies.
- Performing monthly balance sheet reconciliations of allocated accounts.
- Assisting in the preparation of the Annual Financial Statements, including subsidiary financial statements.
- Providing external and internal auditors with the information they require in carrying out their audit work.
- Representing Finance on project teams/working parties to ensure that new activities, restructurings and business improvement opportunities are correctly accounted for.
- Assisting in the implementation of new and existing financial systems (including upgrades, testing and feedback).
- Maintaining and update control manuals, procedure documents and process maps and ensure compliance in practice.
- Contributing to ad-hoc and annual requests for financial information.
- To carry out any other duties consistent with the post that may be required from time to time, at the discretion of the line manager.
- Keeping accurate records and manage all data in accordance with our Data Governance Framework, relevant legislation, and best practice. You must also understand and fulfil your responsibilities as set out in this framework.
- Carrying out my work in line with our:
  - Professional standards, reflecting our values and behaviour framework
  - Policies, procedures, and code of conduct
  - Commitment to equality, diversity, and inclusion
  - Health and safety responsibilities
  - Confidential reporting (whistleblowing) polices

## What do I need?

### **Entry Requirements:**

- Full professional accounting qualification (ACCA, CIMA)
- Proficient in numerical analysis and interpretation
- Experience of using financial database ledger systems
- Knowledge of current financial reporting standards.

### **Proficient Requirements:**

- Knowledge of current financial reporting standards relevant to the sector (SORP, FRS).