

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 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 on our website or intranet.

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.

Stock Acquisition Officer

Who is in my team?

Team	Repairs Partnering
Line Manager	Head of Repairs Partnering
My direct reports	N/A
Updated	October 2026

What's my role?

Responsible for supporting the acquisition and onboarding of new housing stock into the organisation. The role will coordinate the review of property data, undertake due diligence on repairs and compliance information, liaise with internal teams, and ensure newly acquired homes are ready for handover and operational management.

The postholder will act as a key link between acquisitions, asset management, repairs, compliance, housing management, and finance teams to ensure a smooth transition of properties into the organisation's portfolio.

What am I accountable for?

Key tasks:

- Review and assess property information held within acquisition data rooms.
- Analyse repairs, maintenance, compliance, and asset data provided. Work with Repairs and Asset Management teams to validate repair requirements and planned investment needs.
- Ensure defects, outstanding repairs, and snagging issues are identified and tracked to completion. Coordinate information required for integrating properties into repairs and maintenance programmes.
- Identify data gaps, risks, and outstanding actions requiring resolution before acquisition.
- Track progress against acquisition milestones and readiness criteria. Monitor completion of actions arising from due diligence reviews. Maintain trackers and action logs throughout the acquisition process. Escalate risks and issues that may impact successful onboarding.
- Act as the primary liaison between internal departments during stock acquisitions.
- Support the setup of new properties within housing, asset management, and repairs systems. Validate data quality and ensure records are complete and accurate. Support the creation of asset records, component data, compliance schedules, and repair histories.
- 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) policies

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.

What do I need?

Entry Requirements:

- Experience working within housing, asset management, repairs, property services, or development.
- Experience reviewing and analysing property-related data.
- Strong project coordination and stakeholder management skills.
- Excellent organisational skills with the ability to manage multiple acquisitions simultaneously.
- Understanding of compliance requirements within residential property.
- Experience using housing, repairs, or asset management systems.
- Experience using Microsoft Excel and data management systems.
- Ability to identify risks and challenge incomplete or inaccurate information.

Proficient Requirements:

- Experience of stock acquisitions, stock transfers, or property onboarding.
- Knowledge of social housing asset management and repairs.
- Understanding of compliance requirements within residential property.
- Experience using housing, repairs, or asset management systems.