

# 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.

# Assistant Accountant

## Who's in my team?

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

## What's my role?

Support the monthly performance reporting process whilst working closely with Accountants and budget holders to provide good quality financial information to improve business decisions.

## What am I accountable for?

- Contributing to the preparation of monthly performance reporting at group, company and budget holder levels.
- Performing monthly balance sheet reconciliations of allocated accounts.
- Proactively working with budget holders to prepare annual budgets and monthly forecasts for analysis against actual results, challenging operating costs and seeking operational efficiencies.
- Supporting the business partner work to departmental budget holders. This may involve attending departmental management meetings and liaising with different departments and teams.
- Assisting in the implementation of new and existing financial systems (including upgrades, testing and feedback).
- Maintaining and updating control manuals, procedure documents and process maps.
- Contributing to ad-hoc and annual requests for financial information.
- Providing supporting information to both external and internal auditors.
- 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) policies

## What do I need?

### **Entry Requirements:**

- Qualified AAT or part-qualified accountant studying towards a recognised qualification (ACCA, CIMA).
- Good working knowledge of SUN, Q&A and financial databases.
- Understanding of the requirements for management and financial accounts to meet audit standards.
- Understanding of current financial reporting standards (FRS).
- Proficient in MS Office suite, with intermediate skills in MS Excel.

### **Proficient Requirements:**

- Good knowledge of the preparation of management and financial accounts to audit standards, supported by practical experience