

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.

Programme Data Officer (Stock Acquisitions)

Who's in my team?

Team	Programme and Post Sales Services
Line Manager	Programme Manager
My direct reports	N/A
Updated	September 2026

What's my role?

To assist with the compilation of data in relation to the preparation of importing stock details for homes being acquired.

What am I accountable for?

- To create new estate and blocks In the ActiveH system for all stock acquisitions, ensuring that all block codes have been signed off by the service charge team.
- Preparation of Moat's templates ready for importing into ActiveH.
- Validation of all key data before importing into ActiveH.
- Importing of all validated templates into ActiveH ensuring a report is created to enable the Programme Manager to check for anomalies and sign off.
- Collation and population of all land registry title information.
- Ensuring that all key data fields required for the annual regulatory return are populated on ActiveH.
- Ensure all shared ownership leases relating to the acquisitions, are stored on CRM.
- Ensure that all lease data for shared ownership homes, is entered correctly into ActiveH.
- Collaborate with the stock acquisition manager, highlighting any missing data to ensure that information is received.
- Attend regular stock acquisition meetings.
- 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:

- Advanced in the use of excel for reporting
- Excellent attention to detail
- Experience in data entry and use of databases

Proficient Requirements:

- Proficient in the use of databases for reporting and analysis.
- Experience in dealing with large quantities of data