

Yorkshire Housing Role Profile

Job title:	Fixed Asset Accountant	Leader of others:	Yes
Reports to:	Financial Controller	Contract type:	Agile-Homeworking
Business Area	Finance	Budget holder?	No

Job purpose

Responsible for maintaining timely and accurate accounting records for the Group's fixed assets. It includes ensuring the fixed asset register and related ledger accounts are accurate and up-to-date in line with YH Group Policy and relevant accounting standards. Also to ensure accurate accounting for YH Group property sales.

Oversee the work of the Assistant Asset Accountant.

Key responsibilities

- To maintain the integrity of the Group's housing and non-housing fixed asset register to ensure accurate records, which reconcile to other core systems
- Undertake accounting and reporting of operating and non-operating sales of properties including those on the open market, shared ownership (including stair casing) and strategic disposals
- Reconcile the fixed asset register to the general ledger on a monthly basis
- Account for all additions and disposals of fixed assets (housing and non-housing) within month of completion or disposal
- Account for capitalisation of major works expenditure, and resulting write-off of components being replaced
- Account for the capitalisation of intangible assets and advise on appropriate accounting treatment
- Active involvement in annual budget preparation process, including preparation of delegated budgets such as depreciation and capitalised interest.
- Prepare regular forecast outturn for discrete, delegated areas
- Supervise the work of the Assistant Asset Accountant as delegated.
- Prepare all Fixed Asset and related notes for the annual financial statements
- Provision of information and support to external auditors
- Assist where required with internal audits
- Proactive approach to process improvement
- Assist in the creation of robust financial controls around the fixed assets register
- Ensure that all control reconciliations are completed in line with financial accounting procedures
- Support the rest of the team during the year end process, ensuring that all deliverables are accurate and on time
- Regular monthly review meetings with finance business partners and other internal business stakeholders
- To report on property disposals accurately and to agreed timeframes, and ensure the accurate and timely posting of housing depreciation
- Ensure Work in Progress (WIP) accounts are accurate, up-to-date and reconciled
- To perform month-end duties in line with the Finance timetable.
- Develop and manage key relationships with internal and external customers. Ensure clear communication with relevant stakeholders in order to determine requirements and priorities.

What you'll bring to the role

The main things:

General

- Fixed asset accounting experience, ideally within social housing
- Working knowledge of the Housing SORP, FRS102 and accounting standards in respect of housing fixed assets
- High level of numeracy
- Excellent attention to detail
- ACCA, ACA, CIPFA or CIMA qualified.

Systems

- Open Accounts, or similar
- Fixed Asset module in Open Accounts, or other similar fixed asset register software
- Advanced Excel skills

Other

- It's important that you're able to work independently and as part of a team
- Be organised, prioritise your workload and proactively manage your deadlines
- Have strong interpersonal skills, be confident, collaborate with others and communicate effectively.

A bonus if you have:

- Experience of working in the social housing sector
- Regulatory reporting experience.

Our values:

Our values describe what matters most to us, and what our colleagues should expect from each other. We're all expected to show how we support and live up to these values in our work.

Create trust • Do the right thing, not the easy thing • Be honest and open • Do what you say.

Be curious • Think differently • Ask questions • Keep learning.

Make it happen • Own it • Do it • Be empowered.

Achieve impact • Do things that matter • Deliver results • Show pride and passion.

Have fun • Enjoy work • Be yourself • Stay connected.

We want colleagues to feel free to be themselves - so we're all responsible for making sure we promote a culture of equality, diversity and inclusion. And, as you'd expect, we're responsible for our own health and safety, following our policies and doing any training needed for our roles.