

Job Description

Job title	Fixed Asset Accountant
Profession	Finance
Band	E
Directorate	CFO (Finance)
Accountable to	Fixed Asset and Capital Accounting Manager

Job Purpose:

The role will ensure that all processes and recording of fixed assets are carried out correctly. Provide effective delivery of period end processes for delivery of timely and accurate monthly management reporting, liaising with Business Partners, Management Accountants and Budget Holders.

The role will assist the Fixed Asset and Capital Accounting Manager in the delivery of annual statutory reporting, liaising with internal and external auditors. Support the ongoing transformation programme as a subject matter expert, documenting and updating processes and procedures to maximise the potential capabilities of updated systems.

Financial responsibility: circa £7 billion per annum (accountable for maintaining and reporting on fixed asset register)

People responsibility: No direct or indirect reports

Autonomy:

Within the broad direction set by Fixed Asset and Capital Accounting Manager, this role will delivery key accountabilities.

Key Accountabilities:

- Responsible for accurate and timely recording of all housing fixed assets owned by SNG using the Assets 4000 asset registers, complying with legislation and accounting policies including component accounting and disposals. Reconcile to the general ledger and be the key contact for all fixed asset queries from the business.
- Participate as a subject matter expert in improving business processes, supporting correct coding of fixed asset spend, investment expenditure and balance sheet reconciliations.
- Review, update and write process instructions, applying knowledge to improve and innovate existing processes, disseminating improvements to team members through training.
- Manage own time to meet agreed targets and timetable in the provision of month end procedures to facilitate timely and accurate delivery of monthly management reporting.
- In relation to housing property fixed assets, participate in the production of annual statutory accounts for all SNG companies, liaising with external auditors working to agreed project deadlines.
- Provide cost analysis in support of the calculation of depreciation, amortisation and asset disposals.
- Provide financial support on key business projects, including budget preparation, benchmarking and KPI data and process improvements for SNG.

- Facilitate the completion of all related monthly balance sheet reconciliations coordinating with other members of the Financial Accounting team to ensure reconciliations are completed on time and documented effectively.
- Establish, develop and maintain effective working relationships with all work colleagues, contractors and partnering agencies to ensure an integrated contribution to SNG's corporate objectives.

General

- Role model SNG's values and behaviours, fostering an environment of trust, transparency, inclusion, and employee wellbeing.
- Demonstrate everyone safe and well everywhere, every day by making health and safety a primary consideration in your decision making.
- Participate in learning and development opportunities and activities that develop personal effectiveness and assist in improving performance in the role. Ensure all core and mandatory training is completed and kept up to date.
- Undertake any other duties as may reasonably be required in line with the level of responsibility of the post and to meet the changing needs of the organisation.

Knowledge and Skills:

Essential

- Qualified or part qualified Accountant, ACA, CIMA, ACCA or equivalent post graduate accounting qualification, with significant post qualification experience.
- Highly numerate and computer literate with strong Microsoft skills covering word and excel.

Desirable

- Knowledge of Asset 4000/Workday ERP systems would be advantageous though training will be provided.
- Good understanding of relevant legislation and accounting principles for Housing Associations would be beneficial but is not essential.

This is an overview of the job and will be periodically reviewed and updated to ensure that the job description fully reflects the responsibilities required of the post holder.

Version	Job code	Author	Date created/modified	Effective date
1.0	4102	Becky Richardson	09/08/2021	09/08/2021
2.0	4478	Patrick Wallace	31/08/2024	
3.0	4478	Deirdre Harlowe	08/09/2026	18/09/2026