

## Group Capital Finance Accountant

Line manager: Group Capital Accounting Manager  
Grade (if applicable): 2  
Direct reports: N/A



### Role purpose:

This role sits within the Group Financial Control team at Peabody and will play an essential part in maintaining the Fixed Asset Register, Grant Register, Investment Property Register and Other Fixed asset register, ensuring excellent data quality across these and implementing strong controls.

The Capital Finance Accountant will provide accounting support on all areas related to fixed assets and grants, report fixed assets numbers working both in the consolidation and the subsidiary accounts and support the audit process liaising with external auditors. They will be part of the team responsible for ensuring the accuracy and quality of Fixed Asset accounting records.

### Key Results:

- To update the Fixed Asset Register, Grant Register, Investment Property Register and Other Fixed asset register updated, ensuring data quality.
- Work with internal stakeholders where required to ensure all registers are updated on a timely basis with accurate information and reconciling each register to the General Ledger at each reporting period.
- Ensure the disposal of assets and associated grants are correctly removed from the appropriate register in a timely manner, ensuring all relevant accounting entries, including consolidation entries, are processed.
- Ensure additions to the relevant registers are entered correctly and in a timely manner.
- Proactively work with the business to ensure that all registers accurately reconcile other data systems that hold asset data.
- Proactively work with the business on year-end investment properties valuations to ensure consistency in data sources and reporting, providing constructive challenge as appropriate
- Effective and appropriate challenge of the business area to minimise financial risk and implement controls.
- To ensure that accurate and timely financial information are produced on a monthly basis.
- Well managed relationship with external auditors, and ensuring information requirements are met in a timely manner.
- Regular and challenge the controls in place that mitigate risks.
- Timely performance of monthly tasks such as journal entries, reconciliations, and balance reviews.
- Provide support for ad hoc queries or signposting stakeholders to relevant teams across finance.
- Carry out any other duties and be deputised as required.

### Success metrics:

- Provision of high quality and timely performance information that supports effective decision making for the directorate.
- Ensure data quality, working with managers and internal teams to improve the quality and integrity of data.
- Strong relationships with key stakeholders, key Finance Managers and internal teams.
- Ensuring that budget holders have the requisite skills, experience and tools to fulfil their responsibilities.

Version Date:

Signed off by:

## About you:

### You will be:

- A great communicator both written and verbally and understand the different message needed for different audiences.
- Detailed but with the ability to evaluate and comment on wider picture.
- Someone who has a desire to implement good practice and effective financial controls.
- A flexible and adaptable team player
- Able to work under pressure, multitask and meet deadlines.
- Committed to delivering excellent customer experience, embodying Peabody values.

### You will have:

- Experience preparing statutory accounts (preferably with Charities Commission, Registered Social Landlord or Community Benefit Society accounts experience).
- Excellent interpersonal and customer service skills.
- Clear written and verbal communication.
- Ability to coordinate conflicting deadlines during year-end.
- Up to date technical knowledge (preferably with Charitable organisations & Housing Associations)
- Experience preparing and reviewing balance sheet reconciliations & performing analytical reviews.
- Advanced Excel & Word skills
- Knowledge of accounting software (Sun Systems desired) and other core finance systems.
- CCAB accountancy or other qualification with post qualification experience.