

# Fixed Asset Accountant

## Job Description

### Introduction

The Fixed Asset Accountant is a key role within the finance team and has full responsibility for the group fixed asset register, comprising a large number of assets over several legal entities. With the planned investment, this will grow significantly, placing more emphasis on the importance of this role.

You'll become part of a skilled, engaged, and diverse team, supporting our co-op in its vision to be the East of England's most valued organisation.

### Principle Accountabilities

1. Day-to-day maintenance of the fixed asset register including capturing additions, disposals, and asset transfers
2. Running and reviewing the period end depreciation calculation in line with the management accounts timetable
3. Preparation of detailed period end reports for ongoing capital projects with analysis of actuals compared to budget for all completed projects
4. Preparing the year end fixed asset related notes to the accounts at both Group and subsidiary level
5. Assisting the Property team in the year end valuations of all investment properties
6. Maintaining strong relationships with our internal Building Services and Property teams to ensure that information flows freely in both directions
7. Cashflow forecasting and reporting in respect of capital expenditure
8. Liaising with the Leadership Team and Senior Management to prepare annual Capex budgets
9. Undertaking annual post investment appraisals to ensure lessons are learned and appraisal accuracy improved
10. Supporting the CFO / Financial Controller with ad-hoc projects

This job description sets out the major tasks associated with the stated purpose of this post. Minor tasks normally considered an integral function of this post will be undertaken and not excluded simply because they are not itemised.

### Skills & Behaviours

Below lists the skills and behaviours required to complete the role of Fixed Asset Accountant at the East of England Co-op:

- Fully qualified accountant (CIMA / ACCA / ACA).
- Comfortable working with large amounts of financial data
- Advanced MS Office skills, particularly Excel
- Attention to detail, accuracy, and well-developed self-review skills
- Ability to build strong relationships both within Finance and the wider business
- Able to plan ahead to manage workload, be flexible when the unexpected happens and meet deadlines consistently
- Ability to analyse processes to continually improve effectiveness and efficiency
- Comfortable with challenging accepted norms to drive progress
- Knowledge of capital allowances regime would be helpful but is not essential

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### Operational Parameters

Play your part in our team succeeding. People are at the heart of what we do and drive the success of our business. Our culture of connecting, creating opportunity and delivering excellence shape how we think, how we do things and how we help our people fulfil their potential.

We embrace diversity and actively seek to attract individuals with unique backgrounds and perspectives. We break down barriers and encourage collaboration, enabling innovation and rapid development of solutions that make a difference. Our workplace generates an enriching and rewarding experience for our people, members, and customers alike. Our vision is to build an inclusive culture in which everyone feels valued.

We know that real personal growth cannot be achieved by simply climbing a career ladder – which is why we encourage and enable a wealth of avenues and interesting opportunities for everyone to broaden and deepen their skills and expertise.

We are committed to supporting emotional, physical, financial, and societal wellbeing and adopt a flexible approach to working hours and location. This provides team members with the greatest opportunity to work in the way that fits them best individually and also allows the team to recognise and work with fluctuating workloads.

We also make reasonable accommodations for applicants and employees with disabilities. If an accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please make your recruiter aware, we want to ensure you perform at your best.

### Values

At Our Co-op, we live by a set of four values. What's important to remember is that your behaviours reflect our values in whatever task you're performing.



*Stronger together*

Promote collaboration in day-to-day duties – we work as one team.



*A place for people to grow*

Demonstrate ongoing commitment to personal learning and development.



*Do the right thing*

Demonstrate value and integrity reflective of Our Co-op's values and principles.



*Unstoppable*

Be resilient and tenacious.

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### **Disclaimer**

Some roles within our co-op may require licence checks (e.g. DBS, drivers, other security checks) – you'll be advised if this is the case for your particular role.

Candidates for this role must be qualified in an Accountancy qualification (ACA, CIMA, ACCA).

This is a hybrid-working position which will require you to balance time in our office and working from home, the arrangements of which will be discussed at Interview.

Please note that our working patterns are non-contractual. The advertised working pattern represents the normal working pattern for the role at time of advertisement and is subject to change.