

MOAT

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title:	Expenditure Control Officer (Service contracts)
Directorate:	Finance and Corporate Services
Department:	Accounting Services
Reports to (title):	Expenditure Control team leader
Directly supervises:	N/A
Updated:	August 2023

Main Purpose of Job:

To monitor and control the coding of service charge related expenditure from external service contract suppliers.

To provide support service to the Service Charge team

Key Tasks:

1. To work with internal departments in reviewing and accurately recording invoices from suppliers delivering services on schemes where Moat has an interest.
2. To provide assistance to internal departments on new development hand overs to ensure new sites are added to contracts. Advise on any identified improvements to current processes for consideration to change/implement.
3. To review the accuracy of journals before passing for authorisation. Post into Moat's finance system in line with contracts, budgets and financial limits.
4. Provide monthly management reports to relevant departments (dependant on contract) showing variances or exceptions to coding structure or where invoices are missing.
5. Work with the Service Charge team to identify the need for new nominal codes and requesting these where required.
6. Maintain the reserve fund accounting process working with Property Services in identifying costs to be recovered from homeowners. Identify and inform Service Charge officers where reserve fund contributions may need to be increased.
7. Prepare accrual and prepayment journals for service contract suppliers monthly for authorisation and posting.

To carry out all duties in accordance with Moat's:

- Equal opportunities policy
- Health and safety policy
- Policy on confidential reporting (whistleblowing)

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.

PERSON SPECIFICATION : **Expenditure Control Officer (Service contracts)**

CORE COMPETENCIES	
Drive for Results	1
Customer Service	1
Teampay	2
Interpersonal Effectiveness / Managing Relationships	2
Change Orientation	1
MANAGEMENT COMPETENCIES	
Managing people and performance	n/a
Managing Resources	n/a
Strategic Capability	n/a
Visionary Leadership	n/a

This table should be read in conjunction with the Moat Competency Framework.

TECHNICAL COMPETENCIES

Entry Requirements :-

- An eye for detail and accuracy
- AAT part qualified or working towards recognised accounting qualification.
- Knowledge of MS Office, and use of database systems.
- A general awareness of Landlord and Tenant legislation.
- Desirable / advantageous to have experience of social housing.

Proficient requirements

- A good understanding of Landlord and Tenant legislation relating to rent and service charge setting and collection.
- Proficient in the use of MS Office including intermediate standard Excel.
- AAT qualified or working towards CIMA/ACCA qualification.