

Role Profile – The What, The Where, The How

POSITION	Group Accountant		
TEAM	Finance & Performance	LOCATION	Coastline House
VERSION	1.0	LAST UPDATED	September 2025

THE PURPOSE OF THIS ROLE IS TO

The role of the Group Accountant is to support the Group Finance Reporting Manager. It requires a desire to immerse oneself in the detail of the management accounting and gain an understanding of the transactional finance roles.

Specific Accountabilities – The Brass Tacks

1. Production of the group monthly management accounts
2. Preparation of VAT return for the Group and submissions to HMRC
3. Handle month-end and year-end closing processes
4. Management of the sales ledger
5. Production of key financial reconciliations
6. Preparation of budgets and forecasts for Coastline Housing and the Coastline Group
7. Preparation of the draft statutory accounts for the Coastline Housing for review by Group Finance Reporting Manager and supporting the annual external audit process
8. Implement and streamline financial policies and procedures to improve efficiency
9. Support the development of a data driven finance team which contributes towards the ongoing delivery of the Corporate Plan
10. Support the Group Finance Reporting Manager and other Finance Team members in any ad-hoc queries or projects

Person Specification – The Who

PERSONAL SKILLS AND QUALITIES

At Coastline we are more concerned with how you work and what you bring to the role over formal qualifications or criteria. Specifically, what we're looking for is someone who:

- Demonstrates behaviours in accordance with Coastline's values:
 - Put our customers first
 - Be open, honest and accountable
 - Value each other
 - Strive to be the best
- Recognised accountancy qualification – qualified or nearly qualified e.g. ACCA, CIMA, CPFA, ICA. Minimal qualification AAT level 4 can be considered if experience demonstrates ability
- Strong understanding of financial accounting principles and regulations
- Proficiency in accounting software and advanced Excel skills
- Ability to work with a wide range of stakeholders
- Proven experience of managing and inspiring a team to deliver excellent performance
- Strong analytical and problem-solving skills

General Obligations - For All Of Us

1. Represent the company positively with all external agencies.
2. Service and support the company as requested.
3. Establish, develop and maintain effective working relationships with all work colleagues.
4. Ensure compliance with the company's health and safety policies and procedures.
5. Continually promote equal opportunities and customer care in full compliance with the company's policy and standards.

REPORTING

- Reports to the Group Finance Reporting Manager
- Manages a Finance Apprentice and Finance Officer

CONTACTS

Internal

- Board of Directors, Executive Management Team, Senior Leadership Team, Budget Holders and all Colleagues across the Group

External

- Customers, Customer representatives, Housing associations, Government Agencies, HMRC, Local Government, Solicitors, Suppliers