

Your Job Description

At Moat, you'll embrace our vision, our professional standards, and behaviours wholeheartedly and uphold our values, actively contributing to our culture that is open, effective, customer-driven and driven by curiosity.

Who we are

We're a Housing Association, offering hybrid working, competitive pay and a supportive environment.

Our vision is to lead as a customer pioneer, driven by outside-in thinking, and dedicated to delivering an exceptional customer experience. We value every colleague and every team and want to support you in being the best you can be.

How we work

Our values and the way we behave form the cornerstone of our journey to achieving our purpose of 'opening doors to better lives' for our customers and our vision to become Customer Pioneers. Our standards and behaviours support our values and they provide clear expectations about how we behave and work as Moat Housing Professionals. You can find these below and the full behaviour framework on our website or intranet.

Be the Change

Be flexible and adaptable to change, sharing ideas and focusing on solutions.

Our Standards

Be inclusive
Be a leader

Our Behaviours

Be adaptable
Be smart working

Better Together

Set high standards, working together and welcoming every opportunity to learn and improve.

Our Standards

Be knowledgeable
Be skilled

Our Behaviours

Be collaborative
Be smart working

Own it

Take personal responsibility for making things happen and seeing things through.

Our Standards

Show integrity
Be ethical

Our Behaviours

Be empowered
Be accountable

Lead by Example

We work hard for our customers and take pride in making a difference to their lives.

Our Standards

Be an advocate

Our Behaviours

Be supportive
Be nurturing



We recognise the significance of equality, diversity, and inclusion (EDI) in achieving success, and we're fully committed to being genuinely inclusive in everything we do. As a Moat Housing Professional, we expect you to show strong commitment to our approach to EDI and to our health and safety, compliance, and code of conduct policies and practices.

Purchase Ledger Officer

Who is in my team?	
Team	Accounting Services
Line Manager	Accounting Services Team Leader
My direct reports	N/A
Updated	December 2024

What's my role?

To maintain the purchase ledger system ensuring information is current, complete, and accurate; to maintain appropriate controls and provide a first-class service ensuring prompt payment to suppliers.

What am I accountable for?

- Registering invoices and credit notes in the Proactis system, ensuring that all documents contain the minimum necessary information.
- Matching invoices and credit notes to approved purchase orders and credit requests.
- Updating supplier email addresses and identifying any other changes needed to supplier information.
- Preparing, dispatching and controlling all payments to our suppliers and customers
- Dealing with supplier/internal invoice & payment queries as required.
- Liaising with internal departments to resolve queries.
- Assisting Proactis users in raising and processing orders and invoice discrepancies.
- Carrying out any other duties consistent with the post that may be required from time to time, at the discretion of the line manager.
- Keeping accurate records and managing all data in accordance with our Data Governance Framework, relevant legislation, and best practice. You must also understand and fulfil your responsibilities as set out in this framework.
- Carrying out my work in line with our:
 - Professional standards, reflecting our values and behaviour framework
 - Policies, procedures, and code of conduct
 - Commitment to equality, diversity, and inclusion
 - Health and safety responsibilities
 - Confidential reporting (whistleblowing) policies

What do I need?

Entry Requirements:

- Good standard of education – Numeracy in particular
- Proficient user of MS Office suite, particularly MS Excel.
- Some understanding of financial database ledger systems.

Proficient Requirements:

- A good understanding of Moat's financial databases and other relevant financial systems