

Resources Finance

Finance Officer

Job Description and Person Specification

June 2026

Job Description

Job Title:	Finance Officer
Department:	Finance
Team:	Operational Finance
Post number:	S00262
Grade:	LBR 6
Hours/weeks: <i>E.g. 36 hours/52.14 weeks</i>	36
Base location:	Lynton House
Reports to: <i>Job title</i>	Principal Accountant (or Capital and Treasury Accountant where posted into that team)
Responsible for: <i>Job titles of direct reports</i>	N/A
Role purpose and role dimensions: <i>Overview of the job</i>	• To provide an effective, customer focused support service to users of the Finance service, responding to and resolving service requests and queries • Responsible for ensuring that efficient, accurate and timely end-to-end processes are adhered to. • Ensuring team priorities are met, through ownership and adhering to agreed service standards and operational procedures. • To support the delivery of the wider aspects of the closure of accounts process ensuring adherence to guidelines issued by the Principal Accountant. • To support the delivery of an efficient and effective Cash Management and Reconciliation service. To provide advice as appropriate to officers in finance and other service areas. To support the Chief Accountant and Corporate Accountant in fulfilling their responsibilities. • To maintain the accounting records necessary to comply with legislative requirements and best professional practice, as directed by the Principal Accountant. • Any other duties that may reasonably be considered to be within the scope of this post.
Key external contacts: <i>Organisations</i>	• External Auditors • Banking and Financial Services Institutions
Key internal contacts: <i>Job titles or groups of staff</i>	Service users
Financial dimensions: <i>Budgetary responsibility & amount. Equipment, cash, property etc. for which employee is responsible.</i>	There is no direct financial responsibility •
Key areas for decision making:	The post holder will provide advice on operational aspects of cash control and banking procedures and ensure that systems and processes are working as designed.

Other considerations: <i>E.g. working patterns</i>	Normal office hours But working flexibly and in different locations, including working from home. With an expectation to adjust working patterns according to the services supported.

Key accountabilities and result areas:	Key elements: The specific tasks undertaken by each post holder will be dependent on the remit of the team in which the post is allocated
General Responsibilities	• Work closely with the Principal Accountant, keeping them informed of staff, process, system or performance issues. • Provide advice to the Team Leader on areas of the service where improvements could be made and make recommendations to improve processes and efficiency. • Ensure priorities are met and customer and audit requirements are adhered to. • Respond to and resolve service requests and queries within the agreed service standard and according to operational procedures. • To maintain proper control accounts, undertake bank reconciliations, clear suspense account, process unpaid items and deal with ad hoc banking issues in a timely manner. • Support system implementations including conducting system testing. • Embed customer service excellence, demonstrating a commitment to delivering a customer focused service • Develop and maintain the accounting records necessary to comply with Finance Service standards. • Liaising with internal and external auditors in the conduct of their audit, responding to simple auditors questions. • Work with colleagues at operational levels to identify solutions to business issues being addressed by the Council.
Corporate Finance	• To support the delivery of the wider aspects of the closure of accounts process ensuring adherence to Finance Service standards. • Supporting the reconciliation of the Council's main bank accounts on a monthly basis, ensuring that all transactions in respect of the Council's main bank accounts are correctly allocated to the relevant income and expenditure accounts, maintaining a control record for cheques that are issued by the Council and allocating the Council's cash income suspense account.
Management Accounting	• Support the development of the information provided to service managers for the purpose of financial management • Drawing on knowledge of the services and the financial complexities under the remit of the host team, ensuring that variations and emerging financial pressures are drawn to the attention of the Senior Finance Officer and contribute to options for resolution • Contribute to meeting the training needs of all service managers and their staff in the use of financial systems and reports. • To provide advice and guidance to service areas on financial process and activity. • To support the delivery of transformation activity, assisting in the development and evaluation of resulting proposals. To contribute to the delivery of the Budgetary Control Report and other corporate reports.

Capital Accounting and Treasury	- Supporting the delivery of Capital Resource Forecasting - Supporting the maintenance of the fixed asset register. - Undertake operational activities as required on matters relating to the Council's Treasury Management function.
General accountabilities and responsibilities	
Green Statement	This will involve: Seeking opportunities for contributing to sustainable development of the borough, in accordance with the Council's commitment to making Redbridge a cleaner, greener place to live. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in your job.
Data Protection/Confidentiality	This will involve: - Complying with the Data Protection Act 1998 – treating all information acquired through your employment, both formally and informally, in strict confidence and in accordance with Caldicott principles. - Complying with the Code of Conduct, other practice guidelines and the rules and protocols defining employees' access to and use of the Council's databases and systems. Any breaches could result in disciplinary measures. - Maintaining client records and archive systems in accordance with departmental procedure, policy and statutory requirements.
Conduct and Whistleblowing	This will involve: Complying with the requirements of the Code of Conduct and maintaining high standards of personal conduct, honesty and integrity. You have a duty to raise any impropriety or breach of procedure to the appropriate level of management. Employees making such disclosures (whistleblowing) are protected and may make them without fear of recrimination.
Safer Working	This will involve: Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. Where you work in such a post the Council will require a DBS Disclosure check and references will be taken up prior to interview.
Equalities	This will involve: Complying with the Council's strong commitment to achieving equality of opportunity and outcomes in its services to the community and in the employment of people. You are expected to understand, comply with and promote Council policies in your work, to undertake any appropriate training and to challenge any prejudice and discrimination.
Customer Care	This will involve: Complying with corporate and service area customer service standards and promoting the development of high quality, individualised and customer-led services.
Health and Safety	This will involve: Being responsible for your own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

To contribute as an effective and collaborative member of the team	This will involve: ▪ Taking responsibility for continuing self-development and participating in training and development activities. ▪ Participating in the ongoing development, implementation and monitoring of the service plans. ▪ Supporting and contributing to value for money, service efficiencies and improvements.
Flexibility	This will involve: ▪ The above-mentioned duties are neither exclusive nor exhaustive. From time to time you may be required to undertake responsibilities outside the normal remit of your Job Description as required by the line manager, and are broadly within your grading level and competence.

Person Specification

Job Title:	Finance Officer		
<i>Method of candidate assessment: A = Application form I = Interview T = Test. Weighting: 3 = most important, 1 = least important</i>		A - I - T	Weighting
Minimum education/ qualifications:	Qualified Membership of the Association of Accounting Technicians (AAT) or significant experience in the finance service of a large, complex organisation	A	3
Minimum experience/ knowledge/ skills:	Broad knowledge of relevant regulations as they relate to the activities of the Finance Service	A/I	2
	Working experience and knowledge of cash management, banking process' and reconciliations.	A/I/T	2
	Experience of developing system user guides and training documentation for new systems and processes	A/I	2
	Experience of working independently scheduling and prioritising own work to meet service requirements	A/I	3
	Able to collate, produce, and present information using statistical data to enhance understanding and decision making	A/I	2
	Experience and proven ability to identify service improvements and manage change	A/I/T	3
	Excellent IT skills with good knowledge of office applications	A/I	2
	Experience of process review and improvement		

Minimum behaviours: Customer service	Ability to work with internal and external stakeholders to support the delivery of the Finance Service in line with the annual service plan	A/I	3
	Ability to build and maintain good working relationships with a wider range of colleagues, internal and external service users to deliver the service to required standard	A/I	3
	Responsive to customer need, implementing feedback mechanisms	A/I	3
	Experience of implementing and managing customer	A/I/T	3
Communicating and influencing others	Ability to communicate effectively and appropriately through all mediums	A/I	2
	Ability to present information effectively to all audiences	A/I/T	3
Working together	To work in partnership with support colleagues across services	A/I	3
	To work seamlessly with other members of the finance team and wider resources directorate	A/I	3