

Commercial and Procurement

Spend Control Administrator

Job Description and Person Specification

August 2026

Job Description

Job Title:	Spend Control Administrator
Department:	Resources
Function:	Commercial and Procurement
Team:	Commercial and Procurement
Post number:	N/A – 12-month fixed term contract
Grade:	NEW ROLE - TBC
Hours/weeks: <i>E.g. 36 hours/52.14 weeks</i>	Full time – 36 hours / 52.14 weeks
Base location:	Lynton House, 8th Floor / hybrid working in line with Council policy
Reports to: <i>Job title</i>	Director of Commercial and Procurement, with dotted line supervision from the Spend Control Lead
Responsible for: <i>Job titles of direct reports</i>	No direct reports
Role purpose and role dimensions: <i>Overview of the job</i>	To support the effective operation of the Council's Spend Control function by administering spend control requests, maintaining records and audit trails, supporting panel activities, monitoring compliance, and providing first-line support to users of the Spend Control App. The postholder will provide comprehensive administrative and project support to ensure the spend control process operates smoothly and that the Spend Control Panel is appropriately supported. The role will help ensure that expenditure is subject to appropriate scrutiny and governance before financial commitments are made. The postholder will work closely with Finance, Procurement, Accounts Payable, directorates and service managers to support consistent application of the Spend Control framework, accurate record keeping, timely decision-making and the production of management information. This is a 12-month fixed term role required to support the implementation and operation of Spend Control across the Council.
Key external contacts: <i>Organisations</i>	Limited direct external contact is expected. Where required, the postholder may liaise with system providers, suppliers or partner organisations in relation to spend control administration, system support, audit trails or information requests.
Key internal contacts: <i>Job titles or groups of staff</i>	Director of Commercial and Procurement; Spend Control Lead; Finance; Procurement; Accounts Payable; directorates; service managers; budget holders; panel members; Digital and Technology colleagues; Governance; and officers submitting spend control requests.
Financial dimensions: <i>Budgetary responsibility & amount. Equipment, cash, property etc. for which employee is responsible.</i>	No direct budgetary responsibility. The role supports the Council's financial governance arrangements by helping ensure spend control requests are properly administered, decisions are recorded, audit trails are maintained and financial commitments are subject to appropriate scrutiny before expenditure is incurred. The role contributes to the delivery of financial savings and budget control by supporting the effective operation of Spend Control across the Council.

Key areas for decision making:	Prioritisation of own workload within agreed deadlines; accurate logging, tracking and processing of spend control requests; identification of incomplete or inconsistent information; escalation of issues, queries or risks to the Spend Control Lead or Director of Commercial and Procurement; maintenance of accurate records and audit trails; and day-to-day user support for the Spend Control App.
Other considerations: <i>E.g. working patterns</i>	Hybrid working in line with Council policy. Attendance at Lynton House, panel meetings, training sessions, service meetings or project meetings may be required. The role is time-limited for 12 months and will be important to supporting the implementation and early operation of Spend Control.

Key accountabilities and result areas:	Key elements
Administration of Spend Control Requests	This will involve: ▪ Receive, log and process spend control submissions through the Spend Control App. ▪ Maintain accurate records of requests, approvals, rejections and clarification requests. ▪ Ensure spend control records are properly archived and available for audit purposes. ▪ Track requests through to final decision and, where relevant, implementation. ▪ Check submissions for completeness and follow up with requesting officers where further information is required. ▪ Support the consistent administration of the Spend Control framework across the Council.
Support to the Spend Control Panel	This will involve: ▪ Coordinate and administer Spend Control Panel meetings. ▪ Prepare agendas, papers and supporting documentation for panel consideration. ▪ Act as panel secretary or scribe, recording decisions, actions and outcomes accurately. ▪ Issue decision notifications to requesting officers following panel decisions. ▪ Manage requests for further information where required by panel members. ▪ Maintain clear records of panel activity, decisions and approval references.
Compliance Monitoring and Reporting	This will involve: ▪ Maintain approval reference records and audit trails. ▪ Assist with compliance checks against purchase orders and expenditure transactions. ▪ Support the production of monthly spend control reports, dashboards and management information. ▪ Identify discrepancies, gaps or inconsistencies in spend control records and escalate as required. ▪ Contribute to performance reporting on the operation of the Spend Control framework. ▪ Support monitoring of approval numbers and transaction matching.
User Support and System Administration	This will involve: ▪ Act as a super-user for the Spend Control App. ▪ Provide first-line helpdesk support to officers submitting spend control requests. ▪ Respond to queries relating to the spend control process, app functionality and required information. ▪ Support User Acceptance Testing and system improvements. ▪ Maintain FAQs, guidance notes and training materials. ▪ Help ensure users understand how to submit requests and track progress through the Spend Control App.

Improvement and change	This will involve: ▪ Support the implementation and early operation of the Spend Control process across the Council. ▪ Identify recurring process, system or user issues and escalate these to the Spend Control Lead for review. ▪ Support improvements to the Spend Control App, guidance, FAQs and training materials. ▪ Contribute to User Acceptance Testing and system improvements to ensure the process is clear, efficient and fit for purpose. ▪ Help improve the consistency, accuracy and timeliness of spend control administration, tracking and reporting. ▪ Support continuous improvement by suggesting practical changes that improve user experience, auditability and governance.
Team contribution and professional development	This will involve: ▪ Work collaboratively with colleagues across Commercial and Procurement, Finance, Accounts Payable, Digital and service directorates. ▪ Support the Spend Control Lead and Director of Commercial and Procurement by providing accurate information, updates and administrative support. ▪ Share knowledge with colleagues and help users understand the spend control process and app requirements. ▪ Take responsibility for own workload, learning and development. ▪ Maintain confidentiality, professionalism and attention to detail when handling spend control requests, financial information and decision records. ▪ Model the Council's values and contribute positively to the effective operation of the Commercial and Procurement 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 the grading level and competence.

Person Specification

Job Title:			
<i>Method of candidate assessment: A = Application form I = Interview T = Test. Weighting: 3 = most important, 2 = least important</i>		A - I - T	Weighting
Minimum education/ qualifications:	- Good standard of education, including English and Maths, or equivalent experience. - Evidence of continuing professional development relevant to administration, finance, procurement, governance, project support or systems support. - Relevant qualification or training in business administration, finance, procurement, project support or another related discipline is desirable but not essential.	A/I	2

Minimum experience/ knowledge/ skills:	▪ Experience of providing administrative support within a finance, procurement, governance, project, compliance or operational environment. ▪ Experience of coordinating meetings, preparing papers, taking notes and maintaining accurate records. ▪ Experience of maintaining records, tracking actions and supporting audit trails. ▪ Knowledge or understanding of financial controls, procurement processes, governance arrangements or audit requirements. ▪ Experience of producing reports, management information or performance updates. ▪ Strong IT skills, including Microsoft Office applications. ▪ Ability to use systems confidently and support others in using digital tools or applications. ▪ Excellent organisational and record-keeping skills. ▪ Strong attention to detail and ability to identify discrepancies, gaps or incomplete information. ▪ Effective written and verbal communication skills. ▪ Ability to manage competing priorities and work to deadlines. ▪ Ability to analyse information and escalate issues appropriately. ▪ Experience of local government finance systems, including Agresso / Unit4, is desirable. ▪ Experience of compliance monitoring, audit support, procurement administration, user training or system support is desirable.	A/I/T	3
Minimum behaviours: Customer service	▪ Provides clear, helpful and timely support to officers using the Spend Control process. ▪ Responds professionally to queries and helps users understand what information is required. ▪ Maintains a customer-focused approach while supporting compliance with governance requirements.	A/I/T	2
Communicating and influencing others	▪ Communicates clearly and accurately with colleagues at different levels. ▪ Explains process requirements in plain English. ▪ Follows up information requests professionally and confidently. ▪ Provides clear updates on the progress of spend control requests, actions and decisions.	A/I/T	3
Working together	▪ Works collaboratively with Finance, Procurement, Accounts Payable, Digital colleagues, directorates and service managers. ▪ Builds positive working relationships to support the smooth operation of the Spend Control process. ▪ Shares information appropriately and contributes to joined-up working across enabling services and directorates.	A/I/T	3
Analysis and judgement	▪ Reviews information carefully and identifies gaps, discrepancies or issues. ▪ Uses judgement to determine when matters should be escalated. ▪ Maintains accurate records to support decision-making, audit and compliance. ▪ Understands the importance of evidence, audit trails and approval records in supporting effective financial governance.	A/I/T	2

Driving improvement	- Identifies opportunities to improve spend control administration, reporting, guidance and user support. - Supports User Acceptance Testing and system improvements. - Contributes to more efficient, consistent and transparent processes. - Helps capture learning from implementation and early operation of the Spend Control process.	A/I/T	3
Adaptability	- Responds positively to changing priorities during implementation of the Spend Control framework. - Remains organised and solutions-focused in a developing process environment. - Supports new ways of working and helps users adapt to the Spend Control App.	A/I/T	2
Team working and professional contribution	- Contributes positively to the Commercial and Procurement function. - Supports colleagues, shares knowledge and takes responsibility for own development. - Maintains confidentiality, professionalism and high standards of accuracy. - Works constructively with colleagues to resolve administrative, process or system issues.	A/I	2
Strategic perspective (<i>for senior management posts</i>)	- Understands how the role contributes to the Council's wider financial governance, budget control and savings delivery arrangements. - Recognises the importance of accurate administration, audit trails and management information in supporting effective decision-making. - Understands the role of Spend Control in helping the Council manage expenditure before financial commitments are made.	A/I/T	2
Special conditions:	- This is a 12-month fixed term contract. - The role is full time. - The role is not suitable as an apprenticeship because it requires a level of experience, self-starting capability and the ability to work with minimal supervision during a time-critical implementation period. - The role does not include weekend working. - The role does not fall under safer recruitment. - The role does not require access to the DWP Database. - The role does not require a DBS check. - The role is not safety critical. - The role is not politically restricted. - The role does not require a Baseline Personnel Security Standard check. - Attendance at Council offices, panel meetings, training sessions or project meetings may be required.	A/I	2