London Borough of Redbridge

Resources
Finance

Financial Accountant

Job Description and Person Specification

August 2026

Job Description

Job Title:	Financial Accountant
Department:	Finance
Function:	Corporate Finance
Team:	Corporate Finance
Post number:	
Grade:	14
Hours/weeks: *E.g. 36 hours/52.14 weeks*	36
Base location:	Lynton House
Reports to: *Job title*	Chief Accountant
Responsible for: *Job titles of direct reports*	Apprentices or Graduate Trainees as assigned

Role purpose and role dimensions: *Overview of the job*	Financial Accountants will provide accounting and control support for the whole organisation and will take an operational lead on specific areas of financial accounting while supporting other elements. • Act as the Council's lead technical accounting specialist for designated elements of financial accounting including one or more of: ○ Collection Fund ○ Leasing ○ Fixed Assets (Asset Register) ○ VAT Delivering full financial accounting for these specialist areas as well as contributing to budget setting where relevant for these areas. • Maintain extensive knowledge of relevant legislation, accounting standards, best practice and professional guidance, working with the Chief Accountant in ensuring are embedded across the whole finance service including advising on new changes and developments • Leading on the production of designated elements of the statutory accounts and supporting on the production of the wider statement of accounts • Leading on the production and presentation of audit working papers, evidence and other supporting information to External Audit for delegated areas and supporting the Chief Accountant and wider finance team on responses to External Audit • Responsible for the integrity, reconciliation and accounting treatment for delegated Balance Sheet categories, and support the Chief Accountant in ensuring strong oversight and control of the Council's overall Balance sheet and wider financial controls. • Provide a professional Finance service through day to day supervision and team development activity, the post holder will maintain awareness and knowledge of relevant legislation, financial reporting standards, best practice and new developments. • Provide a key contribution towards ensuring that team members are adequately trained to meet the requirements of the service and the organisation • Represent the Finance Service on internal meetings, promoting the interests of the Finance Service function and ensuring that the Council's priorities are taken into account. • Promote and develop a culture that supports a Self Service approach to service delivery. • Any other duties that may reasonably be considered to be within the scope of this post.
Key external contacts: *Organisations*	• External Auditors • Relevant Government departments e.g. DfE, MHCLG • CIPFA • London Councils • Relevant London wide and National bodies e.g. ADASS • Partner Organisations e.g. ICBs, NELFT, Police, Schools
Key internal contacts: *Job titles or groups of staff*	• Wider finance team • Service Managers
Financial dimensions: *Budgetary responsibility & amount. Equipment, cash, property etc. for which employee is responsible.*	There is no direct budget responsibility The postholder will be providing specialist accounting advice, advising on the full value of all of the Council's accounts in excess of £1Bn Accountants are expected to work from home and other Council sites as required.

Key areas for decision making:	This role is focused on delivering and ensuring strong financial accounting for the Authority under the direction of their manager. The post holder will be expected to provide professional support and advice, primarily to other parts of the finance team as well as key contacts outside of this on proper accounting practice, including their areas of specialist knowledge. They will be expected to lead on advice in their specialist area(s) of knowledge as well as know when to escalate to the Chief Accountant or other team members with other specialist knowledge They will be expected to:- • Interpret relevant statute and regulation for the purpose of statutory accounting and advise others within the organisation on this • Advise on the financial implications of proposed service delivery models, particularly in relation to their area(s) of specialism; • Advise on relevant risk management and mitigation; • Identify when matters require escalation to the Chief Accountant.
Other considerations: *E.g. working patterns*	Normal office hours But working flexibly and in different locations, including working from home. With an expectation to adjust working patterns according to service needs

Key accountabilities and result areas:	**Key elements:**
Provision of strategic financial advice	**This will involve:** • Advising on elements of the Council's financial accounting and statement of accounts • Financial modelling • Enabling enhanced commercialisation and awareness, developing opportunities • Pre-empting risks, devising and implementing mitigations and solutions • Ensuring the financial implications for formal reports are robust and fully inform service and corporate decision making • Inputting to reports to be presented to Members and other senior stakeholders

Corporate Accounting	**This will involve:** • Supporting the delivery of the wider aspects of the closure of accounts process ensuring adherence to relevant regulation, guidance and legislation and taking a lead on specific areas as delegated. • Support the coordination of the production of the Council's Statement of Accounts • Produce information to be used for the wider financial management of the Council including the development of the Medium Term Financial Strategy. • Keeping abreast of developments in Local Government Finance policy and practice, in order to provide support and advice to senior colleagues. • Maintain an in depth understanding of specific areas of local authority accounting, ensuring their effective management throughout the year as well as closure of the relevant accounts and involvement in budgeting as needed. This may include the following alongside other areas as delegated by the Chief Accountant: o Collection Fund o Leasing o Fixed Assets (Asset Register) o VAT • Develop and maintain the accounting records necessary to comply with legislative requirements and best professional practice, and to meet the information requirements of managers. • Maintain accounting records within the role's remit to a high standard, and complete financial statements, grant claims, returns etc., accurately and within the required deadlines. • Liaising as necessary with internal and external auditors in the conduct of their audit. Respond to auditors' questions and to opinions and recommendations included in formal audit reports. • Supporting the completion of grant claims, returns etc., accurately and within the required deadlines. • Supporting the delivery of financial training within the organisation • Work with colleagues at all levels to identify solutions to business issues being addressed by the Council.
Customer Focus	**This will involve:** • Escalation and customer liaison point for finance service • Supporting the delivery of key stakeholder financial training needs • Determining customer needs and shaping the service as appropriate within resource constraints • Promoting a culture which empowers budget holders and supports the delivery of value for money services and knowledge of key cost drivers
Other	**This will involve:** • Representing the LB of Redbridge at external forums and providing direct support to the Finance lead in relevant strategic partnerships • The implementation of complex strategic financial policies and procedures • Assisting in relevant internal audit processes and ensuring that recommendations are implemented as appropriate
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:	Financial Accountant		
	Method of candidate assessment: A = Application form, I = Interview, T = Test. Weighting: 3 = most important, 1 = least important	**A - I – T**	Weighting
Minimum education/ qualifications:	CCAB or CIMA qualified or similar demonstrable experience at a similar level	A/I	3
	Ongoing evidence of Continuing Professional Development	A/I	3
Minimum experience/ knowledge/ skills:	Significant experience of financial management in a large and complex organisation	A/I	3
	Significant experience of financial modelling	A/I/T	2
	Experience of process review and improvement	A/I	2
	Understanding of the local authority legislative framework – specifically in relation to financial reporting and accounting	A/I/T	3
	Experience and knowledge of the local authority closure of accounts process including the compliance framework relating to the Code of Practice on Local Authority Accounting	A/I	3
	Experience of interpreting accounting standards, legislation and professional guidance and translating these into operational accounting practice	A/I	3
	Experience of applying local authority accounting standards to complex financial transactions and Balance Sheet items	A/I	3
	Experience of staff supervision, developing junior colleagues and team building	A/I	2
	Understanding of the financial risks and implications of commercialisation in the public sector	A/I	2
Minimum behaviours: Customer service	Ability to deliver a customer focussed service	A/I	3
	Responsive to customer need, implementing feedback mechanisms	A/I	3
	Experience of implementing and managing customer focused financial systems and interfaces.	A/I	3
	Ability to manage conflicting deadlines and customer expectations	A/I/T	3
	Ability to maintain excellent professional relationships, but challenge when appropriate	A/I	3

Communicating and influencing others	Ability to influence and negotiate	A/I	2
	Ability to communicate effectively and appropriately through all mediums	A/I/T	3
	Ability to present complex information effectively to all audiences	A/I/T	3
Working together	To work in partnership with service managers	A/I	3
	To work seamlessly with other members of the finance team and wider resources directorate	A/I	3
	To lead and participate in cross functional project teams, within the Council and with wider partners	A/I	2
Analysis and judgement	Ability to analyse and interpret complex financial information	A/I	3
	Ability to use a wide range of financial and non-financial information in decision making	I	3
	Ability to be proactive and pre-emptive in decision making	I	2
Driving improvement	Ability to ensure continuous process, service and customer focus improvement	A/I	3
	Ability to work with wider teams to maximise synergy and deliver wider corporate improvement	A/I	3
	Ability to lead, sell, promote and embed change	A/I/T	3
Adaptability	Able to respond to changing customer requirements	A/I	2
	Ability to manage and adapt to constantly changing priorities	A/I	2
Special conditions:			
Signature of Employee:	**Name:**	**Date:**	