

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Director of Finance (Deputy S151 officer)	Grade:	DIR 2
Reports to (Designation):	Executive Director for Corporate Resources (Section 151 Officer)	Grade:	DIR 1
Directorate:	Corporate Resources	Section:	Finance

Main Purpose of the job:

As the Director of Finance (Deputy S151 officer), the postholder will:

- Support the Council's Section 151 Officer in effective stewardship of the Council's £1.5bn annual budget and £3bn balance sheet.
- Provide strategic leadership across the four pillars of the Finance division: Strategic Finance (including commercial, treasury and procurement responsibilities), Service Business Partnering, Core Accounting, and Payroll and Pensions administration
- Lead and manage the c110 staff in the Finance division to act corporately and represent the Council through its values.
- Oversee the Council's robust financial control environment and compliance with statutory and regulatory obligations, working with risk and audit colleagues.
- Represent the finance function in Member engagement, senior leadership forums, and through the Council's corporate governance framework.
- Act as a trusted strategic partner and colleague, challenging, where necessary, to the Council's senior leadership team.
- Drive continuous improvement and innovation in the Council's financial processes and systems to deliver efficiencies and commercial value.
- Deputise for the Section 151 Officer as required, including for Mayor and Cabinet reporting and budget setting.

Summary of Responsibilities and Personal Duties:

Strategic Finance

- Oversee pensions investments, procurement, treasury, commercial accounting, capital programme support.
- Deliver long-term financial strategy aligned to corporate objectives, including asset investment and commercial income.
- Ensure optimal return on treasury and asset investments, with rigorous risk management.
- Maintain oversight of pension fund governance arrangements.

Service Business Partnering

- Lead management accounting and medium-term financial planning across directorates.
- Embed a performance-led partnering model to advise Directors and senior managers.
- Challenge and influence budget owners to drive efficiencies and performance outcomes.

Core Accounting

- Provide robust oversight of systems, financial transactions, and payables (incl. statutory accounts and audit).
- Ensure timely closure of monthly and year-end processes, with appropriate IFRS / CIPFA compliance.

- Maintain continuous improvement on shared financial platforms, in particular in respect of accounts payable and receivable.

Pensions & Payroll

- Oversee work by the Head of Payroll and Pensions to ensure accuracy, compliance, and forward-planning in pension administration and payroll.
- Manage the systems and ensure timely and effective communication on any changes to staff payroll and pensions arrangements.
- Liaise with external auditors, Pension Fund Committee, actuaries, payroll providers as necessary.

Governance, Controls & Risk

- Design, maintain, and champion internal control frameworks, financial and procurement regulations, and schemes of delegation as part of the Council's Constitution.
- Support the Section 151 in treasury management, counter-fraud measures, and procurement controls.
- Prepare financial governance reports for Members, Audit, Pension Fund, and regulatory bodies.

Leadership & Collaboration

- Line-manage four direct reports: Head of Pensions & Payroll; Head of Service Business Partnering; Head of Strategic Finance; Chief Accountant.
- Work in close collaboration with senior leadership teams, play a full part in the Directorate Management Team, and support corporate colleagues in HR and Legal.
- Facilitate Member training, Cabinet briefings, and regular engagement with the Mayor and Lead Members.

Deputising & Executive Support

- Deputise as necessary for and as the S151 Officer at Cabinet, senior leadership teams, Audit Committee, Pension Fund Committee, Mayor's Q&A sessions.
- Provide strategic briefings, risk assessments, and agenda setting for financial decision-making.

Management Roles & Expectations

As a Lewisham Director you will:

1. Ensure corporate and strategic modelling through demonstrating commitment to council values and translating the vision into strategic intent
2. Ensure performance and quality improvement through leading and nurturing others to lead and manage innovative approaches to achieving results
3. Ensure best use of resources through defining priorities and securing appropriate resources to achieve the Council's objectives
4. Ensure services contribute to the corporate whole through interpreting external needs and trends and creating synergies to achieve corporate goals

Corporate Accountabilities

- Promote the Council's corporate values to be ambitious, inclusive, collaborative, accountable and trustworthy.
- Maintain ongoing professional development in public sector governance, CIPFA standards, pension law.

- Actively participate in borough-wide programmes, emergency planning, and resilience frameworks.
- Serve as a company Director on a Council subsidiary limited company.
- Support the Executive Director in developing a performance-driven, financially sustainable council.

Budget & Staffing

- Responsible for an internal finance budget of c. £7m.
- Support and provide advice on the management of the Council's £1.5bn annual revenue budgets, £3bn balance sheet, and £1.9bn pension fund.
- Direct line management of four Heads of Service and responsibility for a wider staff group of c110.

Health & Safety

- Ensure all teams operate within statutory H&S frameworks.
- Promote a healthy and safe workplace culture across the Finance Directorate.

Business Continuity

- Maintaining oversight of all service business continuity plans within your division, ensuring they are robust and regularly tested.
- Ensure services within your division have plans in place to deliver what is required during an emergency and contribute to an efficient and effective council and multi-agency response.

Internal Contacts: Colleagues across the Directorate, Members, the Council's Executive Management Team and other relevant senior officers. Professional lead for all staff with Finance responsibilities

External Contacts: Partners including the Council's external auditors and any subsidiary companies of the Council including Homes for Lewisham and Catford Regeneration Partnerships Limited. Pension Fund Actuaries, investment managers.

To carry out the duties of the post with due regard to the Council's relevant policies, codes and procedures.

To carry out duties with due regard to the Council's values and behaviours

All employees are required to participate in Appraisal and Performance Management processes and to undertake appropriate training and development, including mandatory induction training, identified to enhance their work.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET
THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff:

Title:	Grade	No. of posts
Chief Accountant	SMG3	1
Head of Service Finance	JNC 4	1
Head of Payroll and Pensions	SMG1	1
Head of Financial Strategy, Planning and Commercial	JNC 4	1

Number of partially managed staff:

Title:	Grade	No of posts
--------	-------	-------------

PERSON SPECIFICATION

Designation:	Director of Finance (Deputy S151 officer)	Grade:	DIR 2
Reports to (Designation):	Executive Director for Corporate Resources (Section 151 Officer)	Grade:	DIR 1
Directorate:	Corporate Resources	Section:	Finance

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Knowledge	
Fully qualified accountant (ACA, ACCA, CIMA, CIPFA, CCAB)	S
Evidence of continuous CPD	S
CIPFA or equivalent public sector finance qualification	
Treasury, pension, procurement, PRINCE2, or other project management accreditation	
Expert knowledge of CIPFA, IFRS, pension legislation, treasury regs	S
Deep understanding of revenue budgeting, commercial finance, and management accounting	S
Familiarity with asset / liability modelling	
Knowledge of counter-fraud practices, procurement controls	
Aptitude	
Strong track record of developing high-performing teams	S
Credible presence at board/Member level	S
Experience chairing senior team meetings/forums	
Experience mentoring senior finance professionals	
Skills	To Be Tested – T
Skills can only be used as shortlisting criteria if the skill is to be tested	
Outstanding Member engagement and report writing	
Public speaking and media experience	
Experience	
Experience at a senior level in public sector finance leadership	S
Strategic finance leadership, pensions investment, procurement, treasury	S
Successfully led teams through system modernisation and change	S
Proven success in designing and maintaining internal control frameworks	

Equality & Diversity	
Awareness of and a commitment to Equality of Access and Opportunity in a diverse community	S
Understanding of how equality and diversity relates to this post	S
Personal Qualities	
Highly analytical with commercial acumen	S
Confident, authoritative, proactive challenger	S
Collaborative, team player, high professional integrity	S
Political awareness and influencing skill	
Strategic thinker, resilient under pressure	
Circumstances	
Physical	
Generally candidates must meet the standard Lewisham requirements for the post	

DBS Disclosure Required **Basic** ☒ **Standard** ☐ **Enhanced** ☐

(Tick as appropriate – guidance available from your HR Advisor, if a DBS is not required please leave boxes blank)