



**LONDON BOROUGH OF MERTON**  
**EXECUTIVE DIRECTOR - FINANCE AND DIGITAL**  
**JOB DESCRIPTION**

**POST TITLE: EXECUTIVE DIRECTOR OF FINANCE AND DIGITAL**

**Grade: Executive Director**

**Department: Finance and Digital**

**Location: Merton Civic Centre, Morden**

**Responsible to: Chief Executive**

**Responsible for:** Including but not limited to Financial Management, Accounting and Reporting, Financial Investment and Strategy, Treasury, Section 151 duties, Procurement and Digital, Tech and Connectivity.

**Date: 21 August 2022**

**MAIN PURPOSE**

1. To act as Merton Council's Statutory Section 151 Officer and SIRO.
2. To be professionally responsible and accountable for the strategic direction and effective delivery of the Council services and functions listed above.
3. To ensure these services are high quality, responsive to organisational, political and residents' needs and reflect corporate priorities, governmental direction and legislative change.
4. To jointly lead in the corporate management of the authority as a member of the corporate leadership team.
5. To provide outstanding leadership to the workforce of the Finance and Digital department.
6. Ensure strong financial management of the departmental as well as corporate budget.



7. When required, act as 'Gold' in order to lead and support the Council's response to maintain critical services.
8. To carry out such other duties and responsibilities as required by the Chief Executive.

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Generic**

1. To jointly lead in the corporate management of the Authority and to contribute to the preparation of both short, medium and long-term plans for the Authority.
2. To evaluate the performance of the Department against stated objectives, developing performance measures and ensuring feedback to staff on the department's performance in meeting targets and objectives.
3. Ensure the organisational structure of the directorate meets changing service needs. To promote sound departmental management practices and to be responsible for the effective recruitment and retention, motivation and development of staff within an effective industrial relations climate.
4. To promote and ensure collaborative working relationships between the department and others across the Council.
5. To act and operate to the highest standards in accordance with the council's plans, financial regulations and Standing Orders, ensuring the provision of an exemplary service to the council and its customers.

### **Specific**

1. The post is the Council's Section 151 Officer and will ensure the highest professional accounting standards, reporting and monitoring of the council's budget. The role must lead the promotion and delivery by the whole organisation of good financial management so that public money is safeguarded and used appropriately, economically, efficiently and effectively.
2. To lead and direct the effective development and implementation of the long and medium-term financial strategy, capital programme and treasury management strategy; Lead the annual budget setting and ensure it is appropriately integrated with the wider integrated planning process.
3. To lead the development of the Council's financial vision and strategy with long term oversight of the Council's financial position.
4. To determine the Council's investment and financial strategies so as to maximise use and return on Council funds.
5. To oversee the investment of the Council's cash balances to ensure the best return consistent with the agreed risk profile.



6. To develop and implement the authority's pension fund strategy and take responsibility for the financial administration of the Council's Pension Fund in compliance with regulations.
7. To lead and develop the council's digital and tech strategies, developing and creating new infrastructure and systems to meet resident need and ensuring strong collaboration and data sharing across the organisation.
8. To support the organisation's cultural change and transformation agenda by innovative use of corporate resources.
9. To ensure that services are developed in close consultation with departments, the community, local action groups and external. To develop effective relationships with the private and voluntary sectors and to encourage joint development initiatives wherever appropriate.
10. As an inclusive leader, demonstrate a relentless focus on equality and diversity, both in terms of achieving outstanding outcomes for Merton's communities, and in the context of your role as an executive director of a major employer

**Qualifications:**

CIPFA Qualified Accountant.