



Candidate Briefing

London Borough of Hillingdon

Corporate Director - Finance

CLIENT:	London Borough of Hillingdon
ROLE:	Corporate Director – Finance (S151)
CIPFA PENNA CONSULTANT:	Andrew Tromans – andrew.tromans@penna.com / 07805 226301

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Further reading:

- [Council Strategy 2022-2026](#)
 - [2025/26 Budget and Future MTFS](#)
 - [Productivity Plan](#)
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Welcome

Dear Applicant,

Thank you for your interest in the role of **Corporate Director – Finance** (Section 151 Officer) at the **London Borough of Hillingdon**.

This is an important and exciting time to join us. Hillingdon is one of London's most unique and diverse boroughs – a place of contrasts, from vibrant urban centres to green belt countryside, and from thriving businesses to welcoming communities. We are proud of our strong identity and local leadership, and we're ambitious for the future – both for the services we provide and for the people we serve.

As our statutory Section 151 Officer, you will provide the financial leadership, grip, and assurance that underpin our delivery ambitions. You will be a key member of our Corporate Management Team, reporting directly to me as Chief Executive, and will offer clear, strategic advice to Members and senior colleagues across the Council.

You'll be joining a corporate leadership team with a clear plan, a commitment to collaboration, and the drive to reshape and modernise the way we work – delivering greater stability today and building a sustainable financial future.

Your initial priorities will include strengthening our finance systems, improving forecasting and reporting, and developing the capability and confidence of the team. As these foundations are laid, your impact will extend across the organisation and into the wider place agenda.

You'll play a pivotal role in shaping major ventures such as **Hillingdon First**, our housing company, and in responding to the strategic context of **HS2** and **Heathrow** – helping us maximise our assets and economic potential while addressing the financial challenges facing the wider sector.

We are looking for someone who combines **technical excellence with political awareness**, and who brings a collaborative, delivery-focused leadership style. You will need to provide clarity and courage, act with integrity, and build trusted relationships with Members, partners, and senior officers alike.

This is a role with genuine breadth and visibility – one that offers both challenge and reward. You will be at the heart of shaping how public services are delivered in one of London's most distinctive boroughs, with the opportunity to test and grow your expertise. We will support you to make a significant and lasting impact.

If you share our values and ambition, we would be delighted to hear from you.

For a confidential conversation, please contact our recruitment partner **Andrew Tromans at CIPFA Penna** on 07805 226301 or andrew.tromans@penna.com.

Yours Sincerely,



Tony Zaman

Chief Executive

London Borough of Hillingdon

Advert

Corporate Director – Finance (Section 151 Officer)

London Borough of Hillingdon

Salary up to £160k | Based in Uxbridge with hybrid working available

Join us to lead financial improvement, inspire confidence, and build a future-facing finance function in a borough with ambition.

The London Borough of Hillingdon is seeking an exceptional finance leader to join our Corporate Leadership Team as our statutory Section 151 Officer. This is a career-defining opportunity to lead one of the most high-profile finance portfolios in local government, at a time of genuine challenge and opportunity.

You will join us as we continue our journey to modernise the finance function – embedding systems and processes that provide clarity, improve grip, and enable better decision-making. Your initial focus will be to strengthen budget monitoring, build capability, and embed Oracle, while leading a shift to a more permanent, confident, and high-performing team.

But this is not just about the numbers. Hillingdon is a borough with huge strategic potential – from HS2 and Heathrow to our own commercial ventures – and we want our finance leader to be at the heart of it. Over time, your influence will extend across transformation programmes, strategic investments, and major corporate initiatives.

To succeed, you'll need to combine robust technical expertise with collaborative leadership and political awareness. You will be a strong communicator, a visible and values-led leader, and someone who brings resilience and clarity in equal measure.

In return, we offer a platform for impact, a forward-looking organisation, and the chance to make a lasting difference for our residents.

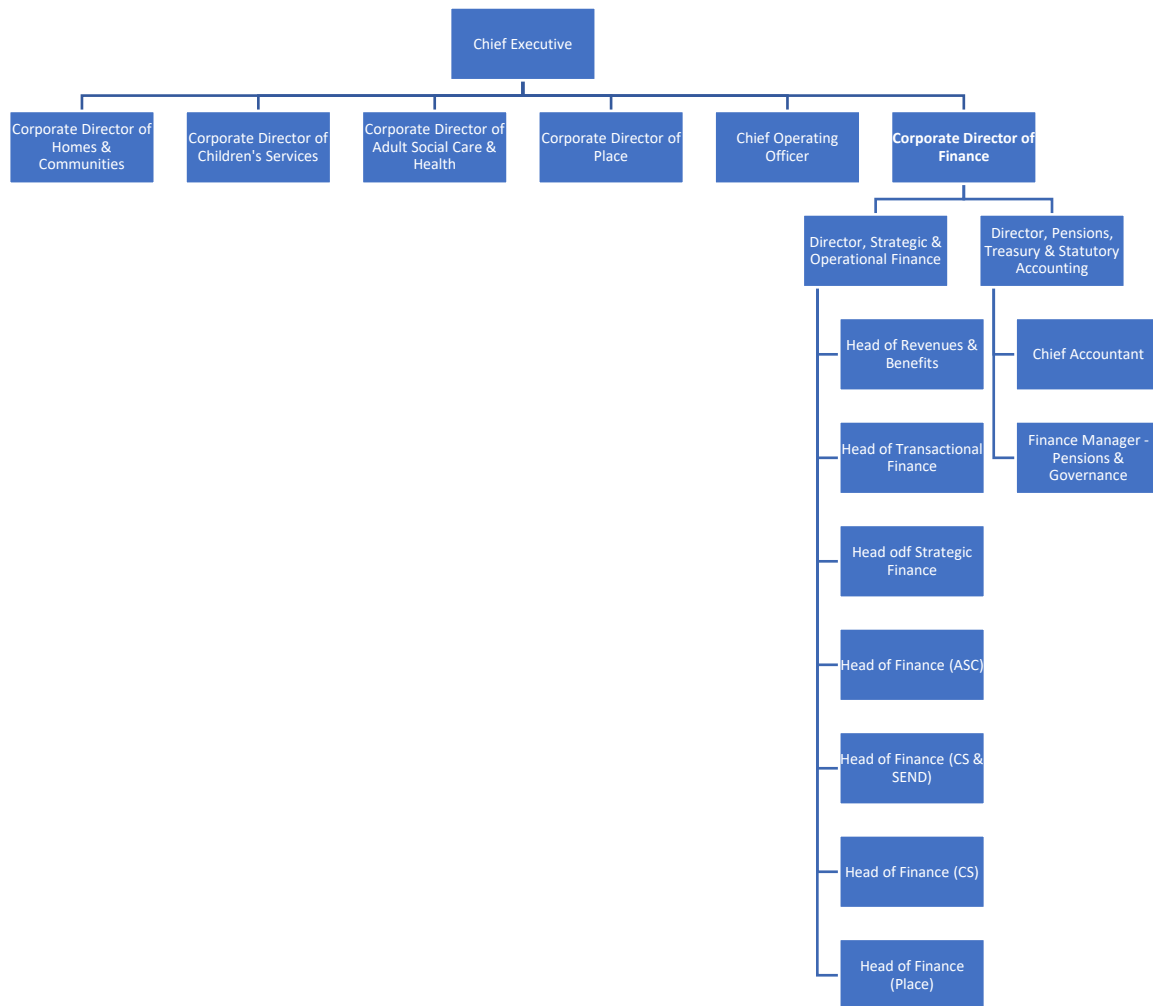
For a confidential discussion, contact our consultants at Penna:

- Andrew.Tromans@penna.com / 07805 226301
- Kelly.Ridley@penna.com / 07709 512415

To find out more and apply, visit: <https://execroles.penna.com>.

Closing date: Sunday 22nd June, 2025.

Structure Chart



Role Profile

Corporate Director of Finance / S151 Officer, London Borough of Hillingdon

Based in Uxbridge, with hybrid working available, this will undoubtedly be a career-defining role at a moment of significant challenge, opportunity, and transformation.

Our scale, complexity and ambition make this one of the most exciting senior finance roles in local government and we will be looking for our Corporate Finance Director to drive the Council's Financial Improvement plan for the benefit of Hillingdon's residents.

Role Outline

Corporate responsibility for the management, administration, and assurance of the London Borough of Hillingdon's finances and the continuous improvement of the efficient use of financial resources across the Council to ensure the effective control of the Council's revenue budget and capital programme to enhance the overall value for money to customers, citizens, and taxpayers. Commission of any required financial services ensuring cost-effectiveness, efficiency, and responsiveness.

Role Accountabilities

As a member of the Corporate Management team, the post holder will report to the Chief Executive and work within Hillingdon Organisational responsibilities for Senior Officers.

In addition, the post holder will work closely with Cabinet Members and Corporate Directors to enable organisational responsiveness to elected members; secure the best approach to resource stewardship for the Council's budget and finances; ensure that overall management attention, effort, and controls are commensurate to risk and opportunity across the Council's functions and activities; and enhance the reputation of Hillingdon, as well as the Council as the democratic agent of change in the region.

The Corporate Finance Director will:

- Act as Section 151 officer on behalf of the Council and Head of Profession provide direction, leadership, and guidance to staff in the Finance function and ensure the implementation, assurance, and continuous improvement of Finance standards across the Council and partner organizations.
 - Ensure the delivery of financial and performance information to legislative requirements and timescales.
 - Lead the financial closure process and interactions with External Auditors.
 - Create options and strategies to develop the corporate financial framework to enable the Council to prioritize and utilize its financial resources to the greatest effect and ensure activity and process comply with Government regulations and legislation and advance Hillingdon priorities.
 - Provide expert advice to the Pensions Committee and ensure the delivery of an effective strategic and operational fund management and fund administration services to the Council, other members of the Hillingdon Pension Fund, and fund regulators.
 - Ensure the Council has effective arrangements for its internal financial controls and a coherent plan for risk management.
 - Actively monitor and challenge the financial implications for all projects and programmes operating within the Council.
 - Lead and develop any commissioning of finance services for the Council and act as Client for all commissioned services in these areas.
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Skills and Abilities

- Able to understand strategic 'big picture' issues, understand and articulate linkages across both Hillingdon and partner organizations and set clear directions and goals to deliver effective long-term development strategies designed to deliver the Council's aims.
- Able to demonstrate significant senior management capacity and ability to lead, manage, and direct the successful delivery of large complex projects through others, in support of the Council's strategic aims.
- Able to establish strong positive relationships across the organization at all levels including building and maintaining personal and professional credibility and trust with senior leaders and elected members.
- Able to lead, influence, and implement strategic policies and decisions.
- Ability to apply innovative and analytical approaches to solving complex and challenging problems.
- Able to demonstrate effective motivational leadership and vision to staff at all levels, including a positive attitude to change to deliver effective outcomes.
- Able to command respect, influence, and negotiate at a strategic professional and political level both locally and nationally to ensure delivery of complex high-profile projects.
- Able to communicate effectively through written, oral, and presentational means, including the ability to write well-organized and clear reports with effective use of evidence supported by data.
- Able to produce effective strategic and business plans, costed and supported by a coherent and well-developed performance framework.
- Able to work collaboratively as a member of the senior team, taking shared responsibility for the work and success of the directorate and the Council.

Knowledge

- In-depth knowledge and understanding of the policy context, strategic challenges, and operational realities of services provided by this post in a Local Government setting.
- Proven commercial knowledge with a focus on commissioning for outcomes that meet customer needs.
- Good understanding of the Authority's transformation agenda and how innovation can be used to improve services and outcomes for residents & businesses.
- approved accountancy qualification as per S151 requirements.

Organisational Responsibilities

All Corporate Directors, Directors, and Heads of Service have an explicit responsibility for working as part of a team for delivering, collectively, to the agenda of the Council. These are fundamental elements of their role, not an addition and are summarized as follows:

- Whole Council
 - Seek to improve the lives of all residents in Hillingdon and the economy of Hillingdon.
 - Act as corporate parent to the Council's looked after children.
 - Take an active role in promoting and ensuring the Council's responsibilities for safeguarding are met.
 - Understand, communicate, and contribute to the delivery of Hillingdon's strategic aims.
 - Meet statutory obligations and promote and ensure compliance with policies and procedures and the Council's Code of Conduct.
 - Advise elected Members and support the democratic process.

- Promote the Council brand and enhance the overall reputation of the Council.
 - Understand and monitor the measures of performance, including customer insight, which define successful outcomes for Hillingdon services.
 - Maintain and ensure a relentless focus on the customer.
 - Act to support the Council-wide need to deliver services within budget, thereby avoiding overspending that could damage the financial viability of the Council.
 - Overcome professional and service silos to achieve the Council Council's objectives.
- Integration of Services:
 - Focus resources where they have the biggest impact.
 - Deliver services that are flexible and adaptable.
 - Integrate services within Hillingdon and work with partner agencies to ensure seamless customer experience.
 - Fully and inclusively engage all staff in the delivery of services, demonstrating the Council's leadership values and competencies.
- Embedding Commissioning and Engaging Relevant Markets:
 - Establish an outcome-focused organization.
 - Meet the financial regulations and standing orders of Hillingdon.
 - Challenge the status quo and engage with the market to constantly improve.
 - Ensure all services are delivered effectively and efficiently.
 - Proactively and continuously seek to improve service delivery.
 - Proactively manage risk to avoid inertia whilst not exposing the Council to needless and avoidable challenge or loss.
- Managing Change:
 - Understand and support the Authority's overall change agenda.
 - Deliver required outcomes of service-specific change on time and to budget.
 - Understand the quality of staff, support their development, nurture those with talent.
 - Identify the skills for the future and the level of staff through robust workforce planning.
 - Identify and deal with underperformance.
 - Deliver agreed budget and income targets.

Hillingdon Financial Improvement Plan

The London Borough of Hillingdon has outlined a comprehensive Financial Improvement Plan (FIP) aimed at ensuring cost-effectiveness, efficiency, and responsiveness in managing the Borough's finances, with the Corporate Director of Finance being responsible for:

1. Budget and Financial Strategy:
 - Approval of the General Fund and Housing Revenue Account budgets and Capital Programme proposals for 2025/26.
 - Development of a Medium-Term Financial Strategy to ensure sustainable financial management and budget monitoring.
2. Capital Strategy and Investment:
 - Implementation of the Capital Strategy, Treasury Management Strategy Statement, Investment Strategy, and Minimum Revenue Provision Statement for 2024/25 to 2029/30.

- Target of £17 million in land and property disposals to generate capital receipts for transformation projects.
3. Transformation and Efficiency:
 - Approval of a transformation plan utilizing £17 million of capital receipts for service improvements.
 - Focus on delivering value for money services despite financial pressures from increased demand and costs for social care and housing services.
 4. Invest-to-Save Initiatives:
 - Authorization of all invest-to-save schemes to enhance financial sustainability and efficiency.
 5. Strategic Investments:
 - Significant investments in various sectors including roads and pavements, care home capacity, special educational needs placements, and digital technologies.
 - Commitment to reducing the council's carbon footprint and modernizing facilities such as the Civic Centre.
 6. Community and Environmental Initiatives:
 - Investment in park and playground enhancements through the Chrysalis scheme.
 - Implementation of a new fee for green waste collection, subject to consultation.

These measures will ensure that Hillingdon continues to deliver high-quality services while maintaining financial stability and achieving long-term sustainability.

Hillingdon Values

- **Putting Our Residents First:** We are committed to putting our residents at the heart of everything we do, ensuring their needs and aspirations are met.
- **Working Together:** We collaborate with our partners and communities to achieve the best outcomes for our residents.
- **Acting with Integrity:** We act with honesty, transparency, and fairness in all our dealings.
- **Striving for Excellence:** We continuously seek to improve our services and deliver the highest standards of performance.
- **Valuing Diversity:** We celebrate and value the diversity of our communities and ensure equality of opportunity for all.

Recruitment Selection Criteria

The qualifications, knowledge, and experience criteria below will be used in shortlisting. Applicants should describe in their application how they meet these criteria.

- Qualifications:
 - Relevant Management or Professional qualifications.
 - Evidence of continuing professional development.
 - Educated to degree level or equivalent.
- Experience:
 - Successful record of accomplishment having made a significant contribution at a senior strategic level in local government, or other relevant complex and diverse

organization(s), promoting and delivering a range of key strategic services innovatively and within budget.

- Proven experience and understanding of the role and function of Local Government, working directly with elected members to ensure the effective delivery of solutions that meet the Council's strategic aims.
- Extensive experience of working, influencing, and engaging at a local and national political level.
- Substantial achievements in previous roles and managing successfully at a senior level, including strategy development & implementation, managing complex budgets, resourcing, motivating & developing teams, managing change & performance improvement.

Equity, Diversity, and Inclusion Statement

At the London Borough of Hillingdon, we are committed to creating a diverse, inclusive, and equitable workplace. This commitment means that all employees, job applicants and others who work for us will be treated fairly.

The aim is for our workforce to be representative of all sections of society and Hillingdon residents, so we welcome applicants from a wide variety of backgrounds. We strive to ensure that our recruitment process is free from discrimination and bias, and we provide reasonable adjustments to applicants with disabilities.

Join us in building a workplace where everyone feels respected, able to give their best and be themselves at work, whilst contributing meaningfully to our organisation's success.

How To Apply

This guidance contains important information to help with your application:

- Please apply by submitting a CV and Cover Letter (no more than four sides of A4 in length per document aligned to the person specification). Please also include your contact details.
- Please ensure your full employment history is outlined in your CV; where there are essential criteria, competencies and/or qualifications please make clear how you meet these. We may wish to verify this information during the recruitment process.
- Please provide the details of two referees. Note that we will only approach referees for candidates proceeding to final selection and only with your permission. Please clearly indicate whether we can approach each referee before the selection date.
- Please share with us in your Cover Letter the values and behaviours that you bring to your leadership, and how you will transfer your skills and experience into this role.
- Please complete the Equal Opportunities Monitoring Form when you upload your details via our website.
- Please upload your application by the closing date – no applications will be accepted once the long listing process has begun.
- Following long-listing, you will be contacted directly by a Penna consultant to update you on the status of your application.
- Asking for adjustments – we're committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to consider doing anything differently during the application, interview, or assessment process, including providing information in an alternative format, please contact us,
- Please contact Andrew Tromans on 07805 226301 for a confidential discussion or for any information, insight or guidance about either the role or recruitment process.

Please note the key dates in the recruitment process:

Applications deadline	Sunday 22nd June
Longlisting	Monday 23rd June (candidates do not need attend)
Assessment centre	w/c Monday 30 th June (TBC)
Final interviews	Tuesday 1st July (in-person)
Full council	10th July (candidates do not need attend)

To apply for this role, please visit the following link to upload your CV and Cover Letter:
<https://execroles.penna.com>