

Director of Finance

Organisation: The National Lottery Community Fund

Directorate: Finance & Resources

Department: Finance

Role/Competency level: Level 5

Reports to: Chief Finance & Operating Officer

Role purpose

As Director of Finance, you will play a key role in shaping and delivering the Fund's financial and corporate priorities, ensuring that resources are aligned to support communities across the UK and that the organisation operates with strong financial discipline, governance and accountability.

Working to the Chief Finance and Operating Officer (CFOO), you will lead the development and delivery of the Fund's financial strategy, financial planning, reporting and financial governance. You will ensure that financial insight, planning and control are embedded across the organisation and that financial, business planning and performance frameworks support effective decision making. This will include strong financial planning and control which ensures the Fund's finite resources are deployed to meet and maximise the Fund's strategic corporate objectives.

You will lead a portfolio of corporate services functions, including Finance, Procurement, Strategic Planning and Risk and Counter Fraud and Funding Controls Assurance. Through this, you will bring together financial management, business planning, commercial activity and governance into a coherent and integrated organisational approach, ensuring that the Fund has a clear and consistent framework for planning, prioritisation, risk management and value for money.

You will be accountable for ensuring the Fund has an effective and aligned approach to financial planning and budget setting, whilst ensuring the role's portfolio of corporate service functions drive consistently high levels of compliance, risk awareness and assurance in line with statutory and regulatory requirements. You will ensure that robust financial control, governance and assurance arrangements are in place to safeguard public funds and maintain confidence in how the Fund manages its resources

You will operate as a senior leader within the Chief Finance and Operating Officer's portfolio. As a member of the Fund's Senior Management Team, you will be contributing to the wider leadership and direction of the organisation and supporting the development of a more integrated and effective corporate services

model. You will work closely with senior leaders across Digital, Technology, People and Culture and other corporate functions to ensure a joined-up approach to organisational performance, capability and delivery.

You will provide expert financial advice, insight and challenge to senior leaders, including the Executive Committee, Board and relevant Committees, supporting decision making on performance, financial sustainability, risk and resource allocation. You will play a key role in shaping organisational strategy through the provision of robust financial and commercial insight.

Operating within a complex public body environment, you will be responsible for maintaining high standards of financial stewardship, governance and reporting, ensuring compliance with external requirements and supporting effective relationships with auditors, government stakeholders and other external partners.

Through your leadership, you will strengthen financial capability across the Fund, ensuring that colleagues are supported to manage resources effectively, make evidence-based decisions and deliver improved outcomes, while maintaining the Fund's commitment to transparency, accountability and impact.

Key responsibilities

- You will lead the development and delivery of the Fund's financial strategy, ensuring resources are aligned to organisational priorities and support long-term financial sustainability. You will also lead through the preparation of the Annual Report and Accounts, working with the National Audit Office and associated year-end statutory audit procedures.
- You will lead financial planning, including budget setting, forecasting and multi-year financial planning, ensuring full integration with business planning and organisational performance frameworks, which promote efficient use of resources and add strategic value across the Fund.
- You will be accountable for financial governance, control and assurance, ensuring the effective stewardship of public funds, compliance with numerous and varied governmental and regulatory requirements and the maintenance of a robust control environment.
- You will provide senior leadership across Finance, Procurement, Strategic Planning and Risk and Assurance, ensuring these functions operate as a coherent and integrated framework to support delivery and decision making. You will provide expert financial advice, insight and challenge to the CEO, CFOO, Executive Committee, Board and relevant Committees, supporting decisions on financial performance, risk, investment and resource allocation.

- You will oversee procurement and commercial activity, ensuring value for money, effective contract management and alignment with organisational priorities and financial strategy.
- Oversee the development and maintenance of the Fund's strategic risk management framework which alerts leadership to key threats but also supports key decision-making considerations.
- You will be a role model leader, focussed on developing and maintaining highly engaged and a high performing teams with a customer centric mindset which add strategic value.

Knowledge, skills and responsibilities

- Relevant accountancy qualifications and significant experience in a senior finance role
- Familiarity with government accounting methodologies, including annual reporting requirements
- Significant experience of developing and implementing dynamic financial strategies that drive efficiencies and build capability and capacity
- Have a broad range of approaches to financial management, including implementing improvements to systems and processes
- Experience of being accountable for large budgets, providing financial advice to senior stakeholders and delegating financial responsibility
- Developing and leading organisational strategy, in particular through change; corporate performance management techniques, systems and reporting methodologies
- Risk management; identifying organisational risks and utilising effective mitigation and control techniques
- Experience of leading and developing Procurement and Risk Management teams and strategy
- Significant leadership experience, and able to play a significant role at Senior Management Team and Committee level, and be visible leader across the Fund
- Experience of successfully leading through complex financial year end reporting and associated statutory audit processes.
- If the role is based in Wales, or supports customers or colleagues in Wales, an understanding of Welsh language legislation and the Welsh Language Standards of the Fund is required

Role Competencies: Level 5

- **Strategic direction:** Creates and communicates a clear, compelling direction and infrastructure that aligns the Fund's capability with its strategic objectives.
- **Leading our culture:** Embeds an inclusive culture of creating positive and supportive teams who consider the diverse needs and feelings of other colleagues. Ensures consideration and support for the wellbeing of all individuals across the Organisation.
- **Working together:** Builds inclusive teams, working collaboratively and encouraging challenge.
- **Delivering quality results:** Develops a strategy that delivers the Fund's aim and supports a positive reputation.
- **Diligence and control:** Responds to main risks that threaten achievement of Directorate's aims, objectives and policies whilst also safeguarding the public funds and assets, for which the directorate is responsible.
- **Developing self and other:** Creates opportunities and welcomes ideas for continuous improvement which will support the Fund's strategic progress. Promotes the importance of developing everyone to their full potential.

Our Values

- **We are inclusive:** We know that communities and organisations are stronger when everyone can participate and work to increase inclusion.
- **We are ambitious:** We believe in the power of community and connection and are ambitious for its potential. We support people and communities to shape the future and lead change.
- **We are impact focused:** We are inspired by communities and learn with them. We listen, reflect and use evidence to improve knowledge, inform action and increase impact.
- **We are adaptable:** We welcome and embrace new ideas and ways of working.
- **We are compassionate:** We work with care consideration and humility.