



Driver & Vehicle
Standards
Agency

Head of Financial Accounting

Reference: 368842

Closing Date: 16th October 2024

Location: Bristol, Nottingham, Newcastle-upon-Tyne or Swansea

Salary: £51,997 (An additional recruitment and retention allowance of £3,000 is available)

External recruits will almost always be brought in on the minimum salary scale. Cross civil service transfers and promotions are subject to separate provisions.



Helping you **stay safe** on **Britain's roads**

DVSA - who we are

Great Britain's roads are among the safest in the world.

At the Driver and Vehicle Standards Agency (DVSA), we play a vital role helping millions of people stay safe on our roads – our vision is safer drivers, safer vehicles and safer journeys for all.

What we do

We help millions of people every year. We make sure learners are safe to drive, by approving driving instructors and conducting driving and theory tests. We help people keep their vehicle safe to drive by approving MOT testers and inspecting vehicles. And our teams help protect the public from unsafe vehicles and drivers through roadside enforcement activities.



1.9 million
driving tests each year



38.5 million
MOT certificates issued each year



2 million
theory tests each year



31,958
defective vehicles discovered each year

Why join DVSA?

This is an exciting opportunity to join the Driver and Vehicle Standards Agency (DVSA), and help us to help everyone stay safe on Britain's roads for a life time of driving.

The Finance, Commercial and Assurance directorate provides essential finance, procurement and assurance support that touches everything that we do. The finance team covers financial accounting, financial control, management accounting and business partnering.

Working with our shared service provider, we deliver excellent financial control services to our colleagues. This includes managing payments and receipts, delivering payroll services, and ensuring all transactions are recorded accurately and in a timely manner.

We support leaders throughout the organisation through our network of Finance Business Partners working closely with directors and managers to make sure finance insights underpin decision making. This includes financial modelling and developing business cases.

We are involved in setting the direction through the DVSA strategy. We maintain the long term financial plans, agree funding settlements with DfT, and prepare the annual budget. We provide regular financial reporting to stakeholders including Department for Transport (DfT), the Board and budget-holders. This reporting is a key part of sustainably managing the essential services that we deliver within the financial constraints that we face.

We make sure that DVSA abides by the high financial standards expected of being a part of DfT. This includes compliance with accounting standards and government accounting rules, and delivering fully audited Annual Report and Accounts each year.

I am passionate about courageous leadership and creating an atmosphere where everybody can make a difference. I hope that you will consider joining me in contributing to the ongoing and future success of DVSA.



Clare Nichols, Chief Financial Officer

Working at DVSA

We offer a wide range of employee benefits, such as:

Personal development	Rewards	Great work/life balance
Access to in-role apprenticeships up to level 7	Employer pension contribution rate of up to 30.3%	Fast, modern IT kit and phones enabling seamless working from home and collaboration across the agency
Study leave	Tax free childcare scheme	Generous parental and carer schemes
3 paid volunteer days per year	25 days annual leave, increasing on a sliding scale up to 30 days. Plus 8 public holidays and one further day of paid privilege entitlement to mark the King's Birthday.	Flexible working, including part-time working and job share options
Individual Personal Development Plans	Special recognition awards	Free health checks including workplace adjustments
Minimum of 5 funded training days per year, plus 6-month development opportunities	Cycle to work scheme	Help and support with your home and work life, and wellbeing

You can find out more about working with us on the Department for Transport careers website: <https://careers.dft.gov.uk/our-dft-family/driver-vehicle-standards-agency/>

Diversity and equality

The Civil Service is committed to becoming the most inclusive employer in the UK.

At DVSA, you'll be part of an innovative organisation that invests in all our people, ensuring we have the diverse skills to deliver transport that moves Britain ahead now and into the future.

We welcome applications from every part of the community. We're particularly interested to hear from Black, Asian, and Minority Ethnic people, women, disabled people and those who identify as LGBT+. We believe everyone is involved in making DVSA an inclusive and great place to work.

The Civil Service strives to have diversity and promotes equal opportunities for all. There is a Disability Confident Scheme (DCS) for candidates with disabilities who meet the essential criteria.

For more information on Civil Service Recruitment Principles, see the [Civil Service Commission](#) website.

Why DVSA?

Our vision is to support and develop everyone who works for us. Our passion for diversity and equality helps us create a positive working culture for all employees, and we're friendly, welcoming, respectful and full of opportunities for professional and personal development.

As well as being a DCS employer, we are proud to be members of the Business Disability Forum, The Prince's Responsible Business Network, ENEI and Employers for Carers.



About the job

As Head of Financial Accounting, you will be responsible for the financial reporting, control and governance arrangements for the agency, ensuring robust systems of internal control are in place and that reporting is timely, consistent, accurate, relevant and useful.

Ensure the effective financial stewardship of DVSA. This includes understanding all financial aspects involved in governance, ensuring the proper accounting treatment is applied to all financial transactions such that the accounts give a true and fair view of the financial activities of the organisation. In particular, to lead on the Annual Report and Accounts delivering on time with an unqualified audit report.

Ownership of the DVSA balance sheet. Ensure that the assets are properly managed; that all new areas of work, new projects, etc. are implemented in an appropriate financial manner such that all income and expenditure is recorded and properly accounted for. Provide a business partnering service to those with responsibility for the management of the physical assets.

Activities may include:

Strategy

- Management and development of effective and efficient financial policies.

Governance

- Contributing to the achievement of the DVSA strategy by ensuring that the organisation has robust systems of internal control, is financially secure and meets its financial objectives while realising value for money.
- Ensure compliance with all statutory, regulatory and best practice accounting standards and the Financial Reporting Manual FReM requirements.
- Ensure that the DVSA operates within the remit as set down in the Framework Document, relevant Acts of Parliament and HMT directives.
- Provide assurance to the Accounting Officer as to the propriety and regularity of all income and expenditure, assets, liabilities and reserves and ensure the accuracy and integrity of DVSA's financial accounts and accounting procedures.
- Ensure the integrity of all financial systems having any impact throughout the agency, so all transactions are properly accounted for, in accordance with the necessary regulations, rules and guidance.
- Ensure agreement of the contents of the NAO Management letter with NAO following the audit, and the planning for, and implementation of, all agreed actions

Stakeholder Management

- Excellent relationships with stakeholders regarding financial accounting issues.
- Develop good productive relationships with NAO (KPMG), DfT Finance and others across government.

Delivery

- Production of accurate and timely financial reporting including the published Annual Report and Accounts.
- Delivery of annual external audit, and general management of internal audits relating to Finance.
- Delivery of Whole Government Accounts return for the agency.
- Provide technical accounting expertise and support to the whole of finance (e.g. unusual transactions, resolving complex errors, etc).
- Responsible for understanding and managing the balance sheet.
- Oversee the management of non-current assets including the annual valuation exercise, impairment reviews and capitalisation decisions. Provide business partnering service to those vested with management responsibility for assets.
- Manage the FOI/ PQ responses for Finance and provide financial information where required.
- Support to various projects, most significantly the “Unity” project which involves implementing a new SAP system and transitioning to a new shared services provider.

Management

- Execute management responsibilities effectively, working with, leading and acting as a role model for team members and colleagues, ensuring capabilities to achieve successful delivery of business performance whilst maximising the efficiency and effectiveness of the financial resources delegated in line with the Civil Service values.

Leadership

- Demonstrate leadership by providing influence, direction and guidance to staff to support the delivery of objectives. Establish a strong direction and a persuasive future vision; managing and engaging with honesty and integrity, and upholding the reputation of the agency, Department and Civil Service.
- Work in collaboration with fellow leaders across all functions for the good of DVSA and to create a high performing and well respected agency.

Internal and External Relationships

- Liaise with relevant internal departments to ensure that internal and external customer needs are met and that these requirements are fully communicated.
- Ensure good relations and communications with all members of the team and responding politely and in a timely fashion to internal and external customers.
- Represent the agency externally, where requested/required as subject matter expert, (e.g. at networking events, conferences and exhibitions) to enhance and strengthen the agency's profile.

Interested? Complete your application now at: www.civilservicejobs.service.gov.uk

Person specification

Please read this section carefully before applying. We will assess your application against the evidence you have provided within your CV/personal statement against the Job Description and Person Specification.

Essential skills and Essential experience

- Significant experience of general financial management including producing full sets of published accounts following external audit.
- Experience of interpreting and implementing complex technical accounting rules.
- Excellent oral and written communication skills including experience of writing and presenting papers up to Board level.
- Experience of leading and developing a diverse team.
- Experience of SAP, Oracle or equivalent systems including implementation of new systems.
- Intermediate or Advanced Excel skills.

Mandatory Qualifications:

- Fully qualified CCAB, CIMA or equivalent Accountant.

Further Information:

*This role can be based in [Bristol](#), [Nottingham](#), Newcastle-upon-Tyne or [Swansea](#), your presence at one of these locations will form part of the working arrangements agreed with you. We operate a hybrid working model giving you greater flexibility about where and when you work. Our **expectation** is that you will spend a minimum **60% of your time at your base location**. Visits to other DVSA sites or work locations count towards this.*

Whilst we welcome applications from those looking to work with us on a part time basis, there is a business requirement, for the successful candidate to be able to work at least **30 hours per week**.

Some travel will be necessary depending on location (estimated, 1 overnight trip per quarter, and 2 day trips per month).

Success profiles

We assess candidates using specified [Success Profiles](#).

You will be expected to demonstrate the following [Civil Service Behaviours](#) and [Technical](#), during the selection process.

- **Communicating and Influencing**
- **Changing and Improving**
- **Developing Self and Others**

Technical skills

We'll assess you against these technical skills during the selection process:

- Finance Competence Framework - Reporting & Control - Financial control and operations, Technical Accounting (Page 9) - Practitioner

Interviews will include a blend of [Behaviour](#), [Experience](#) and [Technical](#) questions.

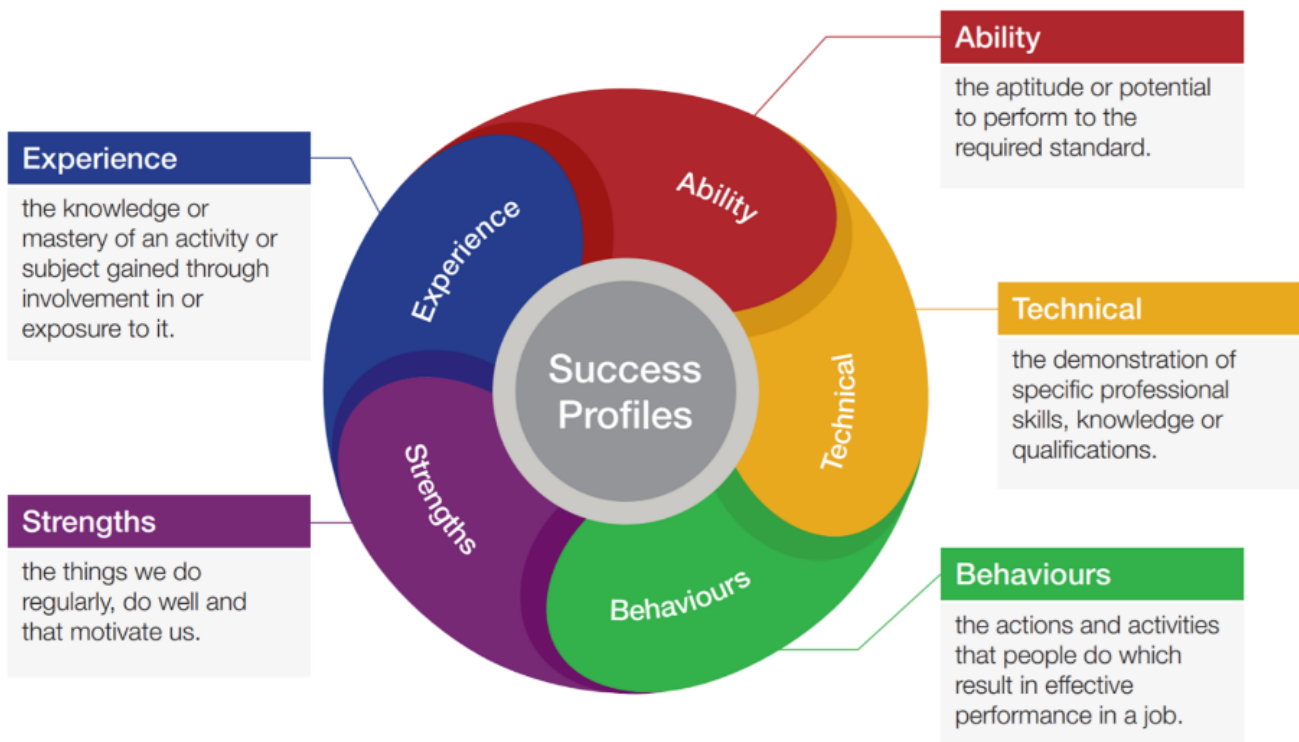
Success Profile Level 4

Success profiles

Here at The DVSA we use Success Profiles to assess applications and throughout our entire interview selection process.

Success Profiles were introduced to help attract and retain individuals from a wide range of professions to ensure a diverse and skilled workforce, in line with The Civil Service mission in becoming the most inclusive employer in the UK.

What are the elements of the Success Profile?



For further details please see [Level 4 of Success Profile Civil Service Behaviours](#)

The application process: what to expect

Application

You need to submit your application via the Civil Service Jobs website - www.civilservicejobs.service.gov.uk, you'll need to complete:

- A CV setting out your career history, with key responsibilities and achievements
- A personal statement (1000 words) utilizing the word count given, demonstrating your experience and suitability for the role.

Should you encounter any issues with your online application or if you have issues with the online jobs portal, please contact us (details on final page) within 48 hours.

Shortlisting

We will assess your application against the evidence you have provided within your CV/Personal statement against the Job Description and Person Specification.

All applicants will be notified of the outcome.

Interview and assessment

Interview

You will be invited to attend a panel interview to discuss of your previous experience and professional competence.

Interviews will include a blend of [Behaviour](#), [Experience](#) and [Technical](#) questions.

We've designed the selection process specifically for this role.

You're encouraged to become familiar with the role, as you may be assessed against any of the criteria recorded within.

Full details of the assessment process will be made available to shortlisted candidates.

Timeline: Key dates and indicative timeline

Please note that these dates could be subject to change.

Closing date: 16th October 2024

Shortlisting: from 17th October 2024

Interviews: From 30th October 2024

Offer: Regardless of the outcome, we will notify all candidates as soon as possible.

Reserve List: A merit list may be created after interviews. If you are successful at interview, you will be placed on the merit list for up to 12 months.



Find out more about working with us

If you want to learn more about what we do, our culture, and what it's like working with us, please see below.

To apply for this role, and to see other vacancies at DVSA, visit Civil Service Jobs:
www.civilservicejobs.service.gov.uk

Find out more about working with us on the Department for Transport careers website:
<https://careers.dft.gov.uk/our-dft-family/driver-vehicle-standards-agency/>

Get more information about DVSA, our work and services, at GOV.UK:
www.gov.uk/dvsa



You can also follow us on social media:



Twitter – [@dvsagovuk](https://twitter.com/dvsagovuk)



Facebook – [DVSAgovuk](https://www.facebook.com/DVSAgovuk)



LinkedIn – [Driver and Vehicle Standards Agency](https://www.linkedin.com/company/dvsa)



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DVSA
1 Unity Square
Queensbridge Road
Nottingham
NG2 1AY

www.gov.uk/dvsa

If you have questions about the role please contact: steven.badger@dvsa.gov.uk

If you have problems with the online portal or application process please contact:
dftrecruitment.grs@cabinetoffice.gov.uk

Helping you **stay safe** on **Britain's roads**