



Driver & Vehicle  
Standards  
Agency

# Payroll Officer

**Reference: 290892**

**Closing Date: 13 August 2023**

**Location: Nottingham, Swansea**

**Salary: £26,780**

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
<b>Access to in-role apprenticeships up to level 7</b>	Employer pension contribution rate of up to 30.3%	<b>Fast, modern IT kit and phones enabling seamless working from home and collaboration across the agency</b>
Study leave	Tax free childcare scheme	Generous parental and carer schemes
3 paid volunteer days per year	<b>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.</b>	Flexible working, including part-time working and job share options
Individual Personal Development Plans	Special recognition awards	Free health checks including workplace adjustments
<b>Minimum of 5 funded training days per year, plus 6-month development opportunities</b>	Cycle to work scheme	<b>Help and support with your home and work life, and wellbeing</b>

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.



The Prince's  
Responsible  
Business Network



# About the job

**As a Payroll Officer, you will provide support to the Payroll Manager on all aspects of payroll and tax compliance to ensure that the Agency effectively manages the delivery of payroll in partnership with our Shared Services environment.**

## **Activities may include:**

### **General**

- Contributing to managing the monthly payroll, such as submitting payroll information to our Shared Services provider, resolving payroll issues, ensuring records are accurate and delivering an excellent customer service
- Assisting with the preparation of the annual P11D's and PSA submissions.
- Using IT systems (SAP, Excel, Power BI, etc.) to accurately reconcile complex payroll information and provide report
- Contribute to the delivery of excellent, customer focused financial services.
- Use Excel skills to accurately reconcile and present spreadsheets confirming the balancing of allocated general ledger accounts
- Manage interface entries and SAP GL postings across the Financial Control Area.
- Ensure compliance with all DVSA policy and procedural requirements
- Support the development of a culture of continuous improvement and contribute to the implementation of best practice. Recommend opportunities for improvement in financial control processes including through simplification and automation.
- Provide ad hoc flexible support across the Financial Control Team as required.

### **Managing Service Provision**

- Provide support for the Senior Financial Control Manager in delivering effective management of DVSA resources.
- Address queries from customers or managers and respond within the agreed timescales and provide guidance, advice, and support in system transactions.

- Ensure full agency compliance with various financial legislation, rules and requirements and that processes are completed within the required timescale.
- Ensure the correct or most appropriate process is utilised for maintaining and controlling financial transactions and are aligned with the processes of the Shared Services provider.
- Ensure accurate payment to suppliers and internal customers are made in a timely manner.
- Check external sources of information (such as bank accounts) if necessary, directly or through relevant authorised personnel, and make any required adjustments to the accounts on SAP, as well as approve and post the associated financial transaction journals.
- Ensure incoming financial documents and reports are logged and processed before distributing them to appropriate audiences.
- Act as first point of contact for queries regarding shared services, providing support; investigating, analysing and resolving disputes, and escalating issues to the Financial Control Manager where necessary

## **Reviewing and Reporting**

- Maintain journals relating to financial procedures and log relevant information on areas such as invoices, receivables, direct debit payments made.
- Liaise with external stakeholders (such as Shared Services, banks/suppliers/auditors & other DVSA functions) to ensure issues are dealt with and agency transactions are accurate and timely.
- Escalate issues to appropriate business areas or senior leadership regarding financial transactions as required.
- Produce and analyse monthly reports and/or quarterly returns on payments, income, returns, refunds, request claims and payroll data as required in line with agency policy, and communicate them to appropriate internal or external audiences.
- Present recommendations to the business where identified changes could potentially deliver benefits and support ongoing agency or departmental policy reviews.
- Deal with issues raised from the reconciliation process through liaison with Shared Services, DVSA HR, and or Finance.

- Provide advice and guidance for staff and deal with queries in the appropriate application of financial processes and promote the continual improvement of services.
- Reconciliation and analysis of reports including reconciliation of general ledger control accounts.
- Continuously review data, invoices and payments to ensure appropriate use of public funds, particularly covering allowances, travel expenses and utilities and carry out management checks where necessary

### **Internal and External Relationships**

- Build and maintain excellent working relationships with key internal and external stakeholders, including the shared services provider as well as internal and external auditors
- Work in collaboration with other staff across all functions.
- Provide expert advice and guidance to stakeholders and ensure best practice is adhered to
- Support users of financial control services across the Agency

**Interested?** Complete your application now at: [www.civilservicejobs.service.gov.uk](http://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 and personal statement against the Job Description and Person Specification.

## **Essential skills and Essential experience**

- Experience of payroll processes, procedures and legislation, including tax compliance, ideally from working as part of a payroll team for a medium / large organisation.
- Intermediate Excel skills and knowledge
- Experience in the use of MS Word, MS Outlook, and MS PowerPoint
- Experience of ERP systems (e.g., SAP, Oracle)
- Advanced interpersonal skills, with the ability to engage with key stakeholders
- Dealing with stakeholders in multiple channels e.g., email, telephone etc
- Experience of delivering outcomes within tight deadlines

## **Qualifications:**

We expect candidates to work towards CIPP level 3 Payroll Technician Certificate or a professional finance qualification. You will be provided a training support package.

## **Further Information:**

There may be occasional travel required with this role to other DVSA locations, including overnight stays.

# Success profiles

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

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

- **Making Effective Decisions**
- **Managing a Quality Service**
- **Delivering at Pace**

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

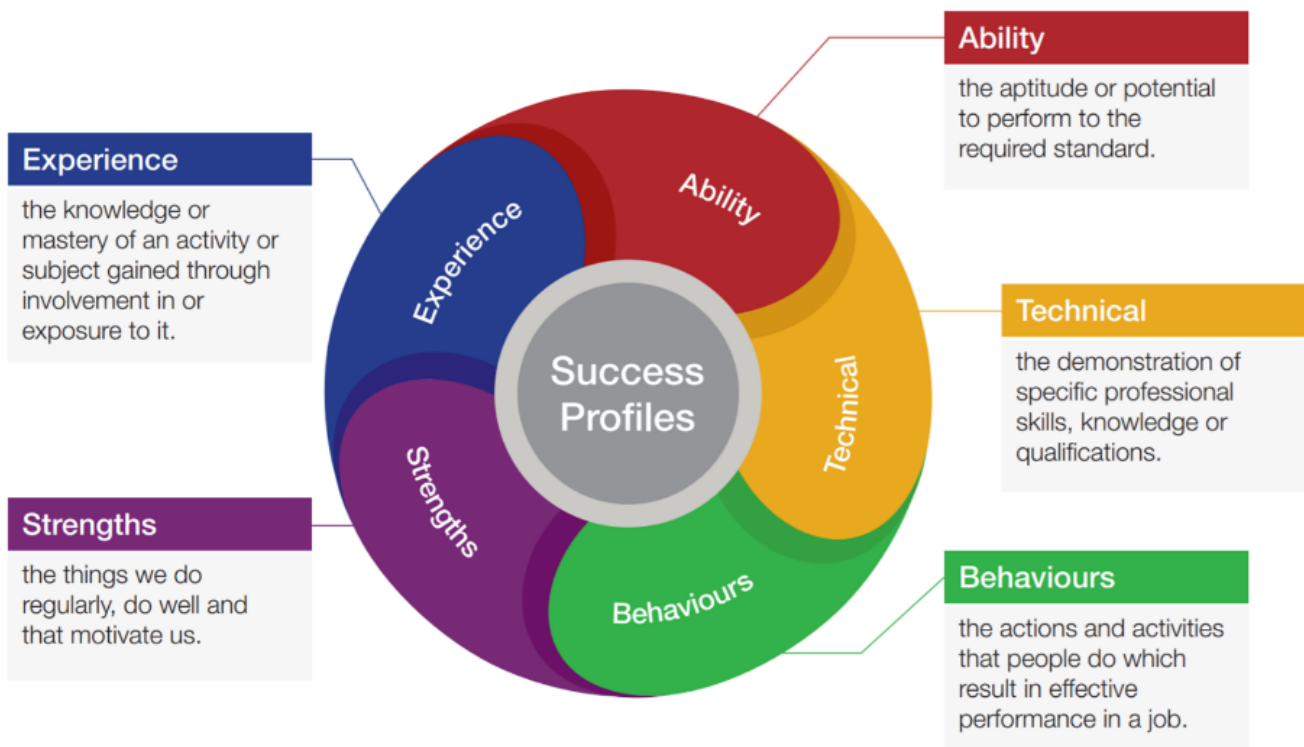
## Success Profile Level 2

# 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 2 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](http://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 (1250 words) utilising 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 and 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](#), [Strength](#) and [Experience](#) questions.

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

You're encouraged to become familiar with the candidate pack, 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:** 13 August 2023

Shortlisting: 14 – 16 August 2023

**Interviews:** 29 August – 01 September 2023

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](http://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](http://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

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112 Upper Parliament Street  
Nottingham, NG1 6LP

[www.gov.uk/dvsa](http://www.gov.uk/dvsa)

If you have questions about the role please contact: [toni.kern@dvsa.gov.uk](mailto:toni.kern@dvsa.gov.uk)

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