



Driver & Vehicle  
Standards  
Agency

# Senior Financial Control Manager

**Reference: 373118**

**Closing Date: 5<sup>th</sup> November 2024**

**Location: Nottingham, Swansea**

**Salary: £40,808. Plus, an accountancy allowance of £4,000 for fully qualified (CCAB or equivalent) per annum.**

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 lifetime 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

The purpose of the Financial Control Manager is to effectively manage business relationships between DVSA and its stakeholders, delivering a quality, effective and efficient service, achieved by proficient use of the finance systems. The Financial Control Manager takes a lead role in representing Financial Control on system developments and continuous improvement to deliver the best solution for our customers.

The post holder is required to manage a team responsible for a financial control function of the organisation leading by example and providing support to staff in delivering the required outcomes of the organisation. The functions are delivered in partnership with our outsourced shared services provider. As part of this, identify and build efficiencies in processes with a view to automate, simplify and standardise wherever possible.

A key part of this role will be stakeholder engagement and in particular, engaging with project teams to scope out any new business system specifications, then to lead in the development, testing and implementation of the new service. There will be a need to challenge project teams where requirements are not being met and negotiate solutions as well as to escalate significant issues.

## Activities may include:

As a senior member of the Financial Control team the post holder may participate across the full breadth of the team's remit, acting as a SME or managing BAU activities. The 4 main areas are:

- **Accounts Receivable** – Managing reconciliation processes and provide expert advice in financial transactions from front line systems, customer balances and customer refunds.
- **Cash and Banking** – Responsibility of managing DVSA's receipts and payments through the banking process. Managing the payment process to HM Treasury of all monies collected for penalties and fines and monies collected on behalf of DVA (Northern Ireland).
- **Tax compliance and Payroll** – Responsible for all aspects of tax compliance to ensure the agency meets its obligations, maintains strong audit trail and financial control. Manage the internal payroll function including employer PAYE compliance and 2<sup>nd</sup> workplace.
- **Accounts Payable** – Responsible for the Purchase to Pay (P2P) and the Travel & Subsistence (T&S) functions of the organisation. To ensure the correct and timely payment to suppliers to meet and discharge all the legal, commercial and financial obligations.

## General

- Act as the Agency's Subject Matter Expert on financial control functions and the ERP system providing insight, advice and expertise. Ensure Financial Control requirements are captured and delivered in new business systems.
- Ensure compliance with International Financial Reporting Standards and HM Treasury's Financial Reporting Manual (FReM) and Managing Public Money, and adherence to best practice.
- Lead in defining, improving and implementing financial control processes and best practice, ensuring compliance with all applicable statutory, regulatory and accounting standards.
- Ensure all monthly general ledger reconciliations are completed, reviewed and approved in readiness for Audit. Build and embed robust reconciliations for new business systems.
- Lead the implementation of ongoing projects in the Agency, which includes enhancements, upgrades and implementation of front-end business systems and the Shared Services finance system. Lead in the data cleansing and migration work, and system testing. Manage and support new processes into BAU activity.
- Provide analysis on transactional data including volume and value to measure performance, produce forecasts and provide insight. Provide information as necessary to support the strategic goals of the Agency and managers.
- Management of risks and issues and escalation in a timely manner.
- Deputise for the Head of Financial Control as required.

### **Leadership and Management**

- Demonstrate leadership and execute management responsibilities effectively and in line with DVSA policies and processes; acting as a role model for team members and colleagues in line with Civil Service values. Manage and engage with honesty and integrity, and upholding the reputation of the Agency, Department and Civil Service.
- Determine, plan and take ownership of team deliverables, including allocating resources and prioritising activities ensuring the team fully understands objectives and delivers these to a high standard.
- Motivate the team, ensuring effective two-way communication takes place, including regular team briefings promoting DVSA's aims and objectives and best practice.
- Develop a culture of continuous improvement and professional development. Support and improve performance within the team using coaching, training and key performance

indicators, recognising and rewarding exceptional performance and dealing with unsatisfactory performance promptly.

### **Internal and External Relationships**

- Build and maintain excellent working relationships with key internal and external stakeholders to deliver a quality and consistent service and compliance. Internal relationships with senior managers across the Agency occasionally up to Board level, finance team and shared services team. External relationships with Department for Transport, National Audit Office, Government Internal Audit Agency and Government Banking.
- Foster good, professional working relationships with our outsourced shared service provider.
- Work in collaboration with other managers across all functions for the good of DVSA and to create a high performing and well-respected Agency.
- Provide expert advice and guidance to stakeholders and ensure best practice is adhered to and queries are dealt with. Ensure DVSA expectations of service agreements are communicated effectively and understood across the business.
- Support front end users on financial control functions and the link with the ERP system and work with functional leads, end users and managers to resolve complaints, escalating where necessary.

### **Accounts Receivable**

- Manage processes relating to pre-funded customer accounts so that they are accurate and complete. Ensure customers are provided with up-to-date information and disputes are dealt with within the service level agreements.
- Provide advice to projects on the operation of “Order to Cash” processes and the accounting for the related income.
- Manage refunds ensuring that they are reconciled correctly and processed accurately.
- Manage the settlement of income and deferred income in line with operational processes and accounting policies.

### **Cash and Banking**



- Review daily bank statement and bank ledger reconciliations cleared by Shared Services are in accordance with Banking Regulations and audit requirements, ensuring a perfectly auditable transaction from source to ledger.
- Ensure open item and statement lines are reviewed regularly and cleared as appropriate, supporting Shared Services Arvato with investigations and discrepancies.
- Manage and improve the preparation of monthly rolling cashflow forecasts.
- Provide expert advice to support new and renewal of existing banking services.

### **Tax Compliance and Payroll**

- Manage the payroll function including the monthly payroll process, including adjustments, PAYE and pension compliance. Responsible for the annual preparation and issuing of P11D's.
- Ensure the Agency follows HMRC and HM Treasury Indirect Tax/VAT legislation, rules and requirements.
- Ensure the Agency's quarterly VAT returns are accurate and submitted on time, including the identification and correction of under/over claims.
- Provide expert advice on VAT treatment and opportunities to maximise VAT recovery on the Agency's contracts.
- Review and negotiate on matters relating to VAT and payroll with HM Treasury and HMRC including partial exemption, business/non business apportionment and benefits in kind.

### **Accounts Payable**

- Responsible for the achievement of the Secretary of State published annual prompt payment targets for the Agency.
- Expenses Management – Manage investigations and reviews to support audit checks and deter fraud and error.
- Management of the government procurement card scheme in accordance with policy and regulatory requirements.
- Increase the use of P2P tools, encourage best practice and compliance in goods receipting and purchase order management and reduction of off contract spend

**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

- Significant experience working in a Finance control function.
- Experience of managing people.
- Excellent interpersonal skills, with the ability to engage with key stakeholders.
- Good working knowledge of ERP systems, e.g. SAP and Oracle
- Ability to understand front end business systems and interfaces into ERP finance systems.
- Proficiency in Microsoft applications including Microsoft Excel

## Qualifications:

You will be qualified CCAB or equivalent.

## Further Information:

Please note that there will be occasional travel to other DVSA locations. Including overnight stays, on occasions.

This role can be based in [Nottingham](#) 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.

# Success profiles

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

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

- **Changing and Improving**
- **Managing a Quality Service**
- **Communicating and Influencing**

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

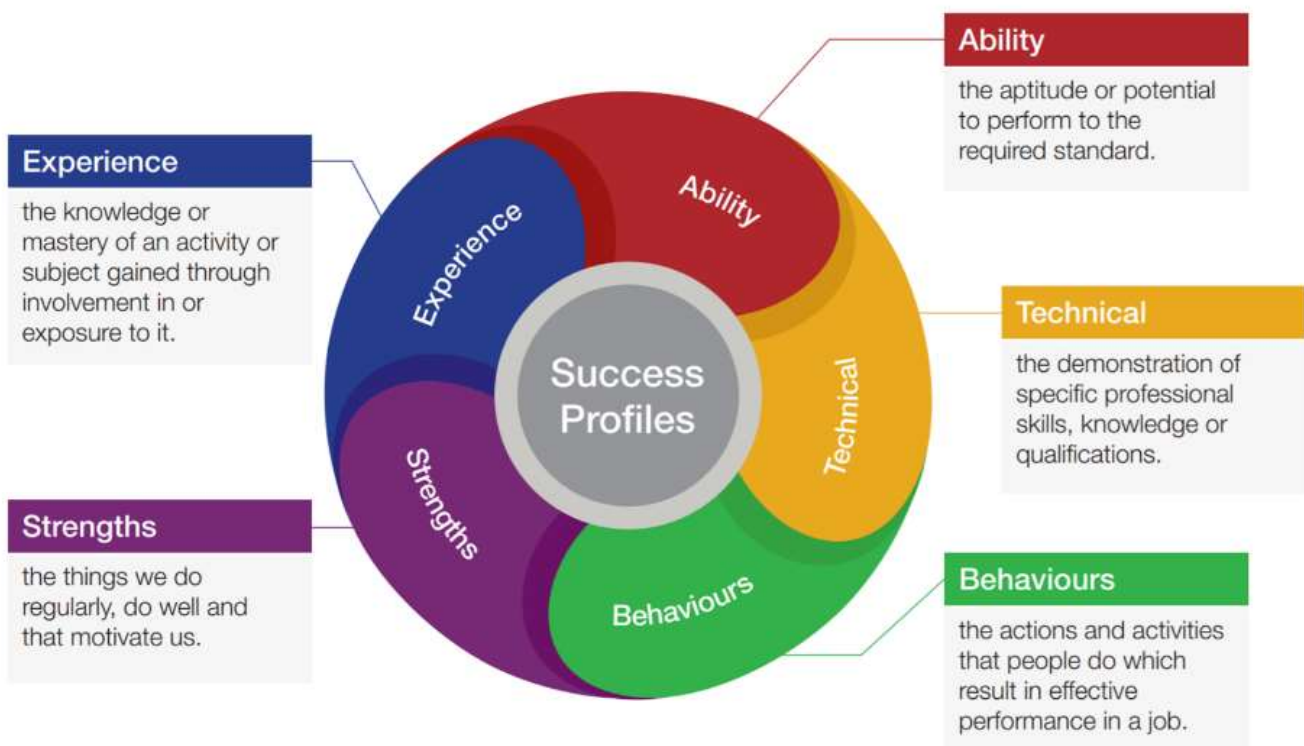
## Success Profile Level 3

# 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 3 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](#) and [Experience](#) questions and a presentation.

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:** 5<sup>th</sup> November 2024

Shortlisting: 6<sup>th</sup> & 7<sup>th</sup> November 2024

**Interviews:** Week commencing 18th November 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](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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[www.gov.uk/dvsa](http://www.gov.uk/dvsa)

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

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