



Driver & Vehicle  
Standards  
Agency

# Financial Control Manager

**Reference: 365263**

**Closing Date: 15<sup>th</sup> September 2024**

**Location: Nottingham or Swansea**

**Salary: £32,603** This role attracts an allowance of up to £3,000 depending on level of qualification. A qualification list with the full allowance breakdown and entitlements is attached to advert.

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 Financial Control Manager, you will support the management of business relationships between DVSA and its stakeholders, delivering a quality, effective and efficient service, achieved by proficient use of the finance systems.**

**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 part of this role will be stakeholder engagement including engaging with project teams to scope out any new business system specifications, then to support 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.**

**As a 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:**

- **Account 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. Advise on all matters relating to VAT and completion of quarterly VAT returns including section 41 submission.
- **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.

## **Activities may include:**

### **Relationship Management**

- Build and maintain excellent working relationships with key stakeholders such as customers, shared services and DVSA managers in the delivery of a quality and consistent Financial Control service.
- Provide expert advice and guidance on complex VAT issues across the agency
- Ensure DVSA expectations of service agreements are communicated effectively and understood across the business.
- Work in collaboration with other managers across all functions for the good of DVSA and to create a high performing and well-respected Agency. Work with functional leads, end users and managers to resolve complaints, escalating where necessary.

### **Leadership/Management**

- Manage team responsible for Travel Services including Corporate travel booking and Corporate procurement cards
- 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.
- Lead and motivate the team through support, guidance and advice to engender good staff engagement and high performance. Embed a culture of continuous improvement and professional development to ensure that individuals have the right knowledge, skills and behaviours. Ensure effective two-way communication takes place with staff, ensuring regular 1-2-1's and team briefings take place, promoting DVSA's aims and objectives.
- Provide coaching and manage the performance of the all team members ensuring they are trained, fully aware of objectives/standards. Recognise exceptional performance and deal with performance issues promptly. Effectively manage sickness absence within the team by monitoring and setting improvement plans.
- Determine and plan their team requirements, including allocating resources and prioritising activities, over the short to medium term by fully understanding the business environment in which the team operates, the overall team objectives, ensuring the team fully understands and works to these requirements.
- Manage, report on and analyse performance of the team against Key Performance Indicators, ensuring any touch points between Shared Services are met within agreed SLA's. Take appropriate action when needed to resolve issues regarding performance measures.
- Attend and contribute at weekly/monthly managers meetings. Ensure risks and issues are escalated to senior managers in a timely manner.
- Support and implement DVSA plans around wellbeing and engagement of our employees.

### **General**

- Ensure all monthly general ledger reconciliations are completed and reviewed in a timely manner in readiness for Audit. Build and embed robust reconciliations for new business systems.
- VAT compliance
- VAT returns
- General ledger account reconciliations
- Ensure open items and accounts are maintained and reviewed regularly. Support Shared Services Arvato with investigations and discrepancies. Develop and maintain databases to mitigate reporting gaps and support maintenance activity.

- Use tools such as excel and access databases, to develop a range of reports and reconciliations. These will be used by management, to support audits and to drive improvements. Use knowledge of the ERP system, general ledger data and related system interfaces to achieve this.
- The post holder is expected to understand the impact of the team on the overall business' activities and provide expertise in relation to the Financial Control function.
- Represent the Financial Control team as required and provide project support for system enhancements, such as front-end business systems and the shared services finance system. Support the implementation of these enhancements and embed new processes.
- Responsible for desk instructions, standard operating procedures and review these regularly, working towards continuous process and performance improvement. This includes guidance published on the intranet.
- Deputise for the Senior Financial Control Manager where appropriate.

**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

- Good working knowledge of ERP systems and interfaces, e.g. SAP and/or Oracle
- Good understanding of VAT
- Excellent Excel skills and knowledge
- Excellent interpersonal skills, with the ability to engage with key stakeholders
- Experience of managing people
- Experience of managing performance against KPI's

## Mandatory Qualifications:

- CCAB (or equivalent) part-qualified preferred but not essential and/or an intention to study towards a qualification; qualified by experience will be considered.

## Further Information:

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

Occasional travel may be required within the UK, however you will be notified in advance.

Please take note that DVSA does not hold a UK Visa & Immigration (UKVI) Skilled Worker License sponsor and are unable to sponsor any individuals for Skilled Worker Sponsorship.

# Success profiles

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

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

- Communicating and Influencing
- Working Together
- Delivering at Pace

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

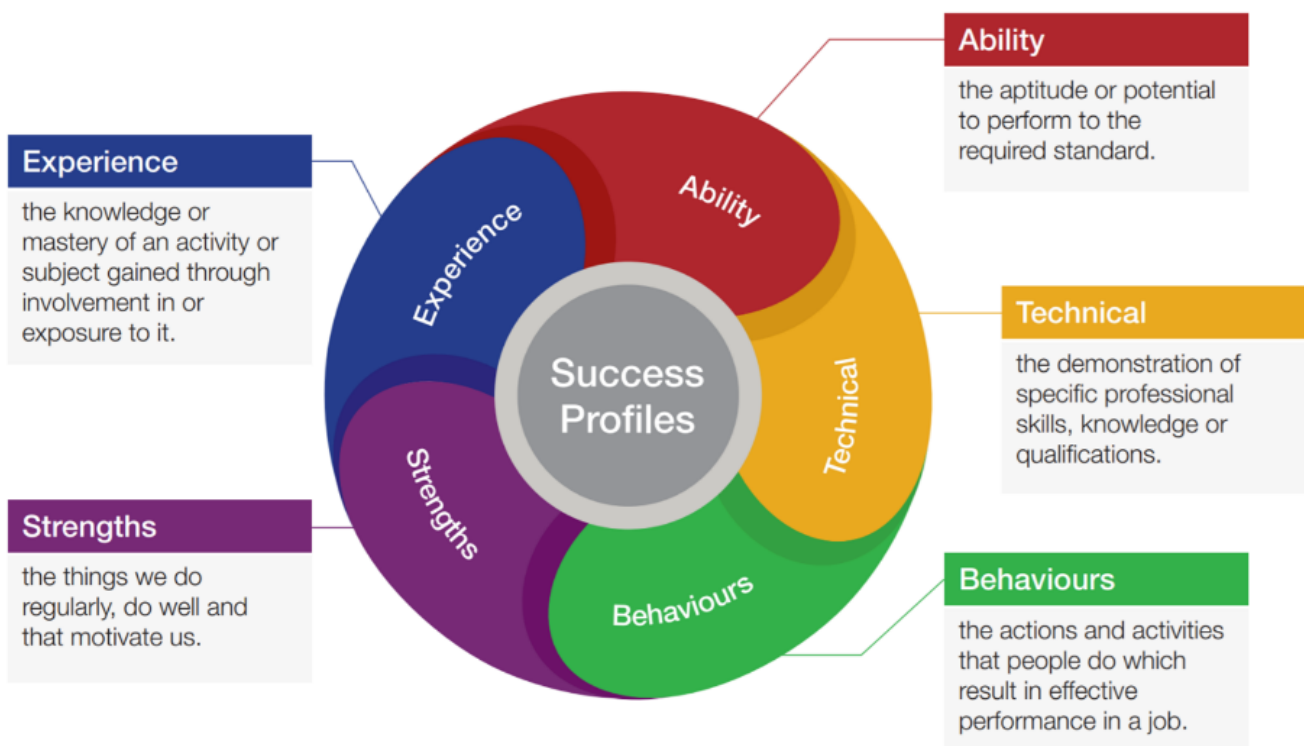
## Success Profile Level 3

# 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 (1000 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.

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

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:** 15<sup>th</sup> September 2024

Shortlisting: 16<sup>th</sup> September 2024

**Interviews:** 30<sup>th</sup> September 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: [philip.evans@dvsa.gov.uk](mailto:philip.evans@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)