



Driver & Vehicle
Standards
Agency

Senior Finance Business Partner

Reference: 372730

Closing Date: 10 November 2024

Location: Birmingham, Bristol, Leeds, Newcastle-upon-Tyne, Nottingham, Swansea

Salary: £51,997

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.



The Prince's
Responsible
Business Network



About the job

The Senior Finance Business Partner is a trusted advisor to the business and is expected to have strong interpersonal skills, capable of translating and presenting complex financial information clearly. You will provide valuable financial advice, strategic insights, and business solutions to directors and other budget holders.

You will support DVSA to deliver assurance on the financial position and performance of the Service/Business so that effective action is taken on a timely basis. This role will help ensure high quality financial management is embedded throughout the business and that regular, robust, timely financial information and insight is provided to key stakeholders to enable quality decision-making.

Activities may include:

Business Partnering

You will be a trusted advisor to the business and develop significant business expertise.

You will provide strategic financial insight, support and challenge to the business and budget holders to support optimal decision making whilst driving value for money.

Stakeholder Management

You will build and maintain key relationships with internal and external stakeholders, manage senior managers' and stakeholders' expectations, and develop a deep understanding of the business's commercial and operational drivers.

Financial Planning

You will carry out sufficient analysis and challenge to demonstrate Business and Medium-Term plans are affordable within Spending Review totals, are central case estimates and represent value for money.

You will work with budget managers and senior staff to develop realistic and affordable longer-term workforce and spending plans understanding the relationship between service delivery and resourcing levels.

Strategic Insight & Reporting

You will provide strategic insight through your deep understanding of the financial data and the external / internal factors that influence the drivers of cost / income.

You will manage the production of accurate, timely and fit for purpose financial reports for submission to Directors and budget managers with clear, concise, and insightful explanations for variances between actual / budget / forecast highlighting key issues, risks, and opportunities.

Forecasting

You will develop and implement action plans to improve the accuracy of forecasting, learning the lessons from historic performance and ensuring that forecasts are based on central estimates, identifying the analysis and evidence for the central case forecasts, and challenging the underpinning assumptions.

Management

You will 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

You will demonstrate leadership by providing influence, direction, and guidance to staff to support the delivery of objectives. Establishes 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.

You will work in collaboration with fellow CSLs across all functions for the good of DVSA and to create a high performing and well-respected Agency.

You will ensure an inclusive and supportive work environment.

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 and behaviour examples against the Job Description and Person Specification.

Essential skills and Essential experience

- Leadership, and the ability to motivate and develop a diverse finance team and promote excellence.
- Ability to influence at all levels of the business, using logical persuasion and consensus building within groups,
- A confident communicator, comfortable with advising and challenging senior stakeholders, including communicating complex financial issues to into layman's terms for non-specialist audiences.
- Highly proficient in using and interpreting data and analytics to support analysis and decision making, identifying gaps in data and reporting, and collaborating with colleagues to develop additional reporting as required.

Mandatory Qualifications:

Applicants are required to be fully qualified with CCAB or CIMA.

Further Information:

This role can be based in [Birmingham](#), [Bristol](#), [Leeds](#), [Newcastle](#), [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.

Please note that this role will require the successful applicants to travel across the UK, on occasions, including overnight stays.

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.

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.

As part of your application, you will be required to give examples of when you have demonstrated the following behaviours:

- **Communicating and Influencing**
- **Making Effective Decisions**
- **Managing a Quality Service**
- **Seeing the Big Picture**

During the interview, you will be assessed against the following behaviours:

- **Communicating and Influencing**
- **Seeing the Big Picture**

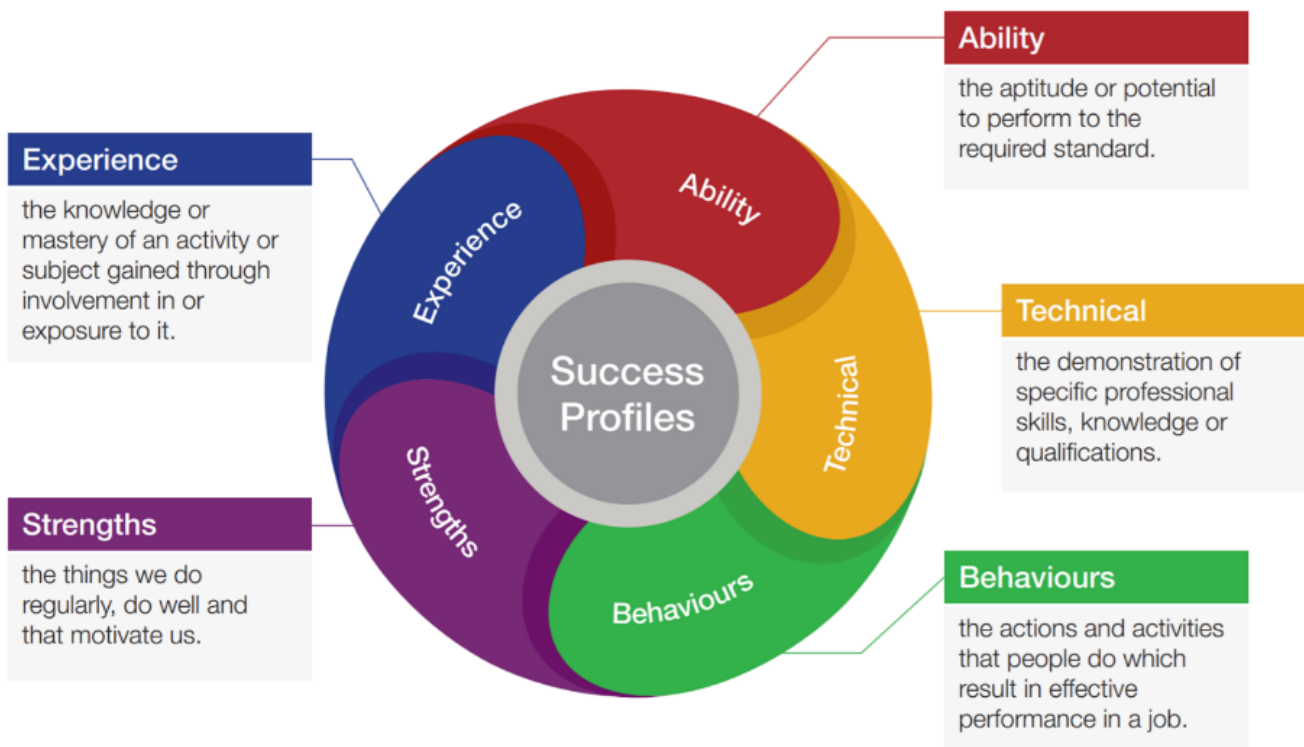
Success Profile Level 4

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
- As part of your application, you will be required to give examples of when you have demonstrated the following behaviours:

Communicating and Influencing

Making Effective Decisions

Managing a Quality Service

Seeing the Big Picture

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 behaviours 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: 10 November 2024

Shortlisting: week commencing 11 November 2024

Interviews: from 27 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

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
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Queensbridge Road
Nottingham
NG2 1AY

www.gov.uk/dvsa

If you have questions about the role please contact: kev.mcgrath@dvsa.gov.uk

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