



Department
for Culture,
Media & Sport



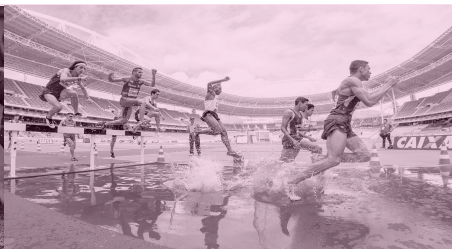
WE ARE DCMS

Job title: Financial Accountant - Financial Control and Systems

Grade: Grade B (HEO/SEO)

Reference number: 297559

Closing time and date: 23:55 on 7 July 2023



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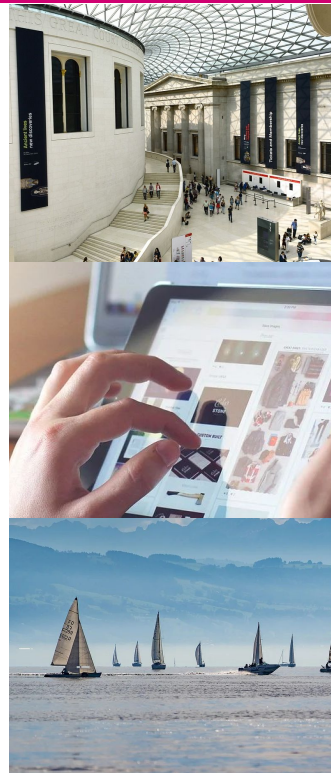
Welcome to DCMS

Driving growth and enriching lives.

DCMS is helping to make Britain the world's most creative, digital and engaged nation - an exciting place to live, visit and do business. Our work supports strong and resilient communities. It is about creating a world-leading digital economy, promoting the UK's cultural, sporting and artistic heritage and building a bigger, stronger civil society. Wherever people live and whatever their background, we want their life to be enriched by what we (and the sectors we support) do.

Our sectors are important not only for their economic contribution and growth; they are critical to creating a global UK, an essential partner for trade and investment. And they enrich lives and connect us. We are there in the big moments of national life that bring us together – cheering on our athletes to gold, the silent reflection of Remembrance Sunday - and in the community spirit of local charity volunteers. We are promoting the UK as the best place for digital investment and innovation, and as the safest place to be online and to start and grow a digital business. From the Arts Council to UK Sport, the DCMS family reaches across the country and into every community.

Our people are not your stereotypical civil servant. They are inspired by and drawn from the creative, cultural and technology sectors. We are diverse and welcoming. We embrace fresh-thinking and ideas. And we hope you will make your career with us.



To find out more about DCMS, and what it is like working here, take a look at our [LinkedIn](#) and [GOV.UK pages](#)

Our commitment to diversity and inclusion

DCMS embraces inclusivity, individuality and independent thought and we want people from all backgrounds to be their authentic self and feel valued and supported at work.

For DCMS to effectively serve the UK population, it must reflect the people that it works for. And so, we are committed to making our workforce as diverse as possible, recognising the value of diversity of thought, background and experience. This will enable DCMS to deliver the best, most inclusive policy outcomes of the highest standards to meet the needs of the diverse UK population.



Examples of how we are making our vision a reality:

- We advertise on a wide range of platforms to engage with and attract candidates, including job boards such as Vercida and Evenbreak.
- We offer reasonable adjustments at application and interview to enable candidates to perform at their best, and workplace adjustments when candidates arrive at DCMS.
- Candidates with a disability who meet the essential criteria in the job specification are guaranteed an interview under the Disability Confidence Scheme.
- We have a zero tolerance policy to Abrasive Behaviour, Harassment, Bullying and Discrimination (ABHD).
- We have over 20 staff networks who represent the diverse backgrounds of our employees.
- We have opened a new second HQ in Manchester and recruit nationally to increase the social mobility and diversity of the department.

About the team

This role is in the central Financial Accounting and Control Team (FACT). In addition to being DCMS' financial and technical accounting Centre of Excellence, the team leads in managing the financial control and operations of the Department, the National Lottery Distribution Fund and the production of the consolidated accounts of the DCMS Group.

The central Finance team (of which FACT is an integral part) is relatively small and this provides opportunities for development not always found in a bigger department. Finance is high on the agenda and provides the opportunity to influence the direction of the Department for the future.



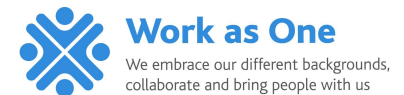
Director biography



Jacinda Humphry
Finance Director

Jacinda has been with DCMS as Finance Director since August 2019 and brings with her a wealth of central government finance experience, most recently as Transformation Director at the Ministry of Justice. Before that Jacinda held director level finance roles at the Ministry of Housing, Communities and Local Government and the Department of Work and Pensions. She also sat on HM Treasury's Audit and Risk Committee.

Jacinda has three (almost) adult children and moved from Brixton to the seaside at the beginning of the year - just before lockdown began. She is a regular film goer, a voracious reader and a lover of London's art galleries - all of which she is looking forward to doing again soon. When she has time, she also attends drawing and painting classes but will never be more than an enthusiastic dauber.



About the role

We are recruiting a Financial Accountant - Financial Control and Systems to join the Financial Accounting and Control Team (FACT) to support the smooth running of the Financial Control function. This role is expected to provide high quality advice on the finance system to the wider business, many of whom have no finance experience or background.

This is an exciting role which will provide the successful applicant the ability to build on their experiences of working with accounting systems. There will be opportunities to get involved in key work surrounding a new Enterprise Resource Planning system as part of the wider Shared Service Strategy for Government and also wider financial control work.

Your responsibilities will include but are not limited to:

- Lead on the SmartFinance query mailbox, dealing with queries from the wider business where possible and escalating in a timely manner when unable to resolve
- Lead the monthly training for new users of the accounting system
- Liaising with the National Audit Office and ensuring all necessary documentation is available for audit

- Managing the relationship and contract with DCMS' Shared Service Provider
- Responsible for provision of advice (both internally and externally), on complex technical accounting (and budgeting) issues such as IFRS 16: Leases
- Working closely with the Senior Accountant - Financial Control to support the preparation of the core DCMS accounts that ultimately feed into the DCMS consolidated accounts
- Working closely with an accounts apprentice, providing them with guidance and support to hold drop in sessions and answer queries in the mailbox
- Leading on ad hoc Finance Freedom of Information requests and Parliamentary questions
- Juggling the day to day workload alongside "urgent" queries from requisitioners and the business, often in the form of multiple instant messages
- Main contact for DCMS bank accounts, lead administrator for Bankline access, user setup and general banking maintenance
- Provide cover relating to cash forecasting processes and VAT queries
- Supporting the month end reconciliation process
- You may be required to carry out additional duties according to business need

What are we looking for?

The ideal candidate would have the following key skills and experience:

Essential requirements:

- Full CCAB or CIMA accountancy qualification or equivalent
- Significant experience of managing /using Financial Systems
- Advanced Excel skills
- Demonstrable attention to detail
- Excellent interpersonal skills and ability to influence others

Desirable skills:

- Previous experience of being an “expert” user of a financial system
- Knowledge of budgeting and forecasting
- Previous experience of dealing with an accounting system change programme
- Experience of Financial Reporting Manual (FReM) and Managing Public Money
- Sound project management skills - no formal qualification needed

Person specification

The successful candidate will be a self-starter with drive and energy, strong interpersonal skills and a team-centric and collaborative way of working. You will need to demonstrate your skills and experience against the following criteria:

- **Working Together** - Actively build and maintain a network of colleagues and contacts to achieve progress on shared objectives. Remain available and approachable to all colleagues and be receptive to new ideas.
- **Changing and Improving** - Encourage, recognise and share innovative ideas from a diverse range of colleagues and stakeholders. Make changes which add value and clearly articulate how changes will benefit the business.
- **Managing a Quality Service** - Deliver a high quality, efficient and cost effective service by considering a broad range of methods for delivery. Proactively manage risks and identify solutions.

- **Delivering at Pace** - Ensure everyone clearly understands and owns their roles, responsibilities and business priorities. Maintain own levels of performance in challenging circumstances and encourage others to do the same.

Job details

Whilst DCMS is advertising this vacancy, the successful candidate may ultimately be appointed to the newly created Department for Science, Innovation and Technology (DSIT).

Number of roles: 1

Salary: London £38,965 - £44,558 (plus Finance allowance of £5,000 dependent on qualifications)

National £36,377 - £38,953 (plus Finance allowance of £5,000 dependent on qualifications)

Contract type: Fixed Term Appointment, Loan, Secondment

Length of contract: 2 years

Who can apply?: Civil Servants and external applicants

Level of security required: You must hold, or be willing to obtain CTC level

Working patterns: Full-time, Flexible Working, Job share

Working hours: 37 hours

Location: This role will be based from any one of DCMS's hubs - London, Manchester and Darlington.

If you are an existing DCMS employee contracted to a location different to the ones listed above you can still apply for this role and retain your current contracted location.

The successful candidate will have the flexibility to work remotely, with the expectation that they attend a hub location no less than twice a week in accordance with DCMS's hybrid working policy. Occasional travel to other hubs may be required. If you have further questions on locations, please refer to the 'Information for Applicants' document attached to the job advert.

Employee benefits

As a DCMS employee, you'll be entitled to a large range of benefits including:



A Civil Service pension - average 27% employer contribution



26.5 days annual leave - rising to 31.5 after 5 years service



Employee benefits system and staff reward and recognition bonuses



Staff wellbeing, flexible working and hybrid working



Exceptional learning and development opportunities



Generous leave for parents - including 9 months full-pay maternity leave

How to apply



To apply for this post, please send the following documents no later than **23:59 on 7th July 2023** to **Rachael Richards - Rachael.Richards@hays.com**:

- A **CV** setting out your career history, with key responsibilities and achievements. Please ensure you provide employment history that relates to the essential and desirable criteria, and that any gaps in employment history within the last 2 years are explained. The CV should not exceed more than 3 x A4 pages and you should insert your CV into the "Job History" section on Civil Service Jobs on the Civil Service Jobs application form.
- A **Statement of Suitability** (max 750 words) explaining how you consider your personal skills, qualities and experience provide evidence of your suitability for the role in reference to the essential requirements highlighted. You may also choose to reference the desirable skills listed.

For the **shortlist**, we will assess your **experience** and select applicants demonstrating the best fit for the role by considering the evidence provided in your application.

In the event of a large number of applicants, an initial sift will be conducted on the statement of suitability. Those who are successful in the initial sift will then be scored on all elements of the application.

Should you encounter any issues with your online application please get in touch with: dcmsrecruitment.grs@cabinetoffice.gov.uk

Selection process details

Advert closing date:	7th July 2023
Shortlisting:	10th July 2023
Interviews:	18th July 2023 to 21st July 2023
Feedback:	25th July 2023

Candidates are asked to note the above timetable, exercising flexibility through the recruitment and selection process.

Feedback

Please note you will only receive feedback if you reach the interview stage.

Following interview, all candidates will receive a score along with some short written feedback on your performance at interview.

Get in touch

If you would like to discuss the role in more detail please contact: Rachael.Richards@hays.com



The interview

The interview process will assess **behaviours**, **strengths** and **technical skills**.

The behaviours to be tested at interview are:

- Working Together
- Changing and Improving
- Managing a Quality Service
- Delivering at Pace

The technical skills to be tested at interview are:

- Accountancy
- Finance Systems
- Excel

You will not be made aware of the strengths being assessed prior to your interview.

Your interview will take place remotely via GoogleMeets.



How to prepare

Behaviour questions

Behaviours relate to whether applicants have the skills to carry out specific tasks by asking for examples of their experience. An example of a behaviour question would be:

- ***‘Tell me about a time when you’ve had to deal with a difficult customer requirement.’***

See the [Civil Service Success Profiles Behaviours framework](#) to check the expected performance expectation for this grade.

During your interview, we recommend you use the ‘STAR’ model:

- Situation
- Task
- Action
- Result

Strength questions

These questions highlight what energises a person, what they like to do and what is important to them; which are innate so cannot be learned.

We are looking to get a sense of your first natural response and for this reason we will not mention which strengths are being assessed.

Examples of strength based questions are:

- ***‘What motivates you?’***
- ***‘Can you think of one small manageable step that would improve x for you?’***

Success Profiles

The [Success Profiles framework](#) is what the Civil Service use to assess candidates, in order to find the right person for the job.

Throughout the assessment process, we will be assessing you against Civil Service Success Profiles.

Within this candidate pack you will find information on which elements of Success Profiles you are being assessed against.



🖱️ Click on each box for more information about each item

Questions?

If you have any questions regarding this opportunity, or the recruitment process, please consult the 'Information for Applicants' document attached to the job advert.

