



Role Profile

Vacancy Summary			
Job title:	Cash Dealer	Job reference:	HUM11--549
Reporting to:	Head of Cash Dealing	Team:	Dealing Desk
Closing Date:	28 th September 2025	Interviews w/c	6 th October 2025 (indicative)
Salary Range:	£55,000-£65,000	Contract Type:	Permanent

About the Role
<p>The UK DMO is an Executive Agency of Her Majesty's Treasury. It is responsible for debt and cash management for the UK Government, lending and borrowing to local authorities and managing certain public sector funds.</p> <p>We are seeking a highly motivated and detail-oriented Cash dealer to join the Cash Management desk. The desk operates in the centre of financial markets where it interacts with major financial institutions to balance the daily cash flow needs of Government. The role is heavily focused in key operational areas, such as lending and borrowing in the gilt repo and sterling money markets, cash flow forecasting, the conduct of UK government bill sales, and other dealing desk areas of responsibility. These include the administration and analysis of data and reports collected and collated by the DMO for both internal and external publication. It is a busy desk with an annual turnover of around £5 trillion (2023-2024).</p> <p>The successful candidate will be joining a respected team of two other dealers, who are responsible for all DMO market-facing issuance, trading and relationship management activities in the wholesale sterling bond and money markets.</p> <p>Main Responsibilities include</p> <ul style="list-style-type: none">• To assist in the execution of money-market dealing and position-taking strategies, utilising a wide range of financial instruments, in order to minimise the costs of CM within agreed counterparty, risk and liquidity limits. To become familiar with all aspects of deal input and the various outputs from the DMO's trading system and all other tools and systems employed.• To assist in the establishment and maintenance of productive bilateral dealing relationships with market counterparties and brokers, and to support and enhance the DMO's professional image with the market.• A shared responsibility for the execution, allocation and announcement of weekly sales by auction of UK Treasury Bills, and other related primary and secondary market activities.

- To keep abreast of economic and market developments, providing commentary and/or reporting to DMO management and HM Treasury as required.
- To act as support in managing daily and monthly cash flow spreadsheets, including in-house applications, providing updated short- and long-term cash flow forecasts to other cash dealers, liaising closely with the EFA team at HMT and dealers at the Bank of England.
- To prepare for and deliver the weekly presentation to Cash Management Committee on a rota basis.
- To cover other dealers' responsibilities at times of absence, in order to ensure the continued smooth running of all operations and strategies.
- To maintain, and propose improvements to, effective business continuity processes. Testing of any new processes and procedures to enable a seamless transition, where necessary.

Essential Skills

- Understanding and exposure to financial markets preferably fixed income, repo and money markets, in addition to other aspects of financial markets.
- Proven interpersonal, communication and presentation skills in addition to handling sensitive information.
- Knowledge of Bloomberg, Microsoft products, specifically Excel, Power Bi and Power point.
- Ability to make quick, logical decisions in a time pressured environment.
- Ability to demonstrate a strong understanding of, and commitment to, operating with a public sector ethos in a market-facing role
- Ability to work in a small team and build informal and formal relationships in a professional setting
- Strong interpersonal skills with the ability to collaborate effectively within a small team and build professional relationships across formal and informal settings
- A degree level qualification or equivalent in a relevant field

Desirable Skills

- **Exposure to repo trading platforms is desirable.**

Sift Criteria

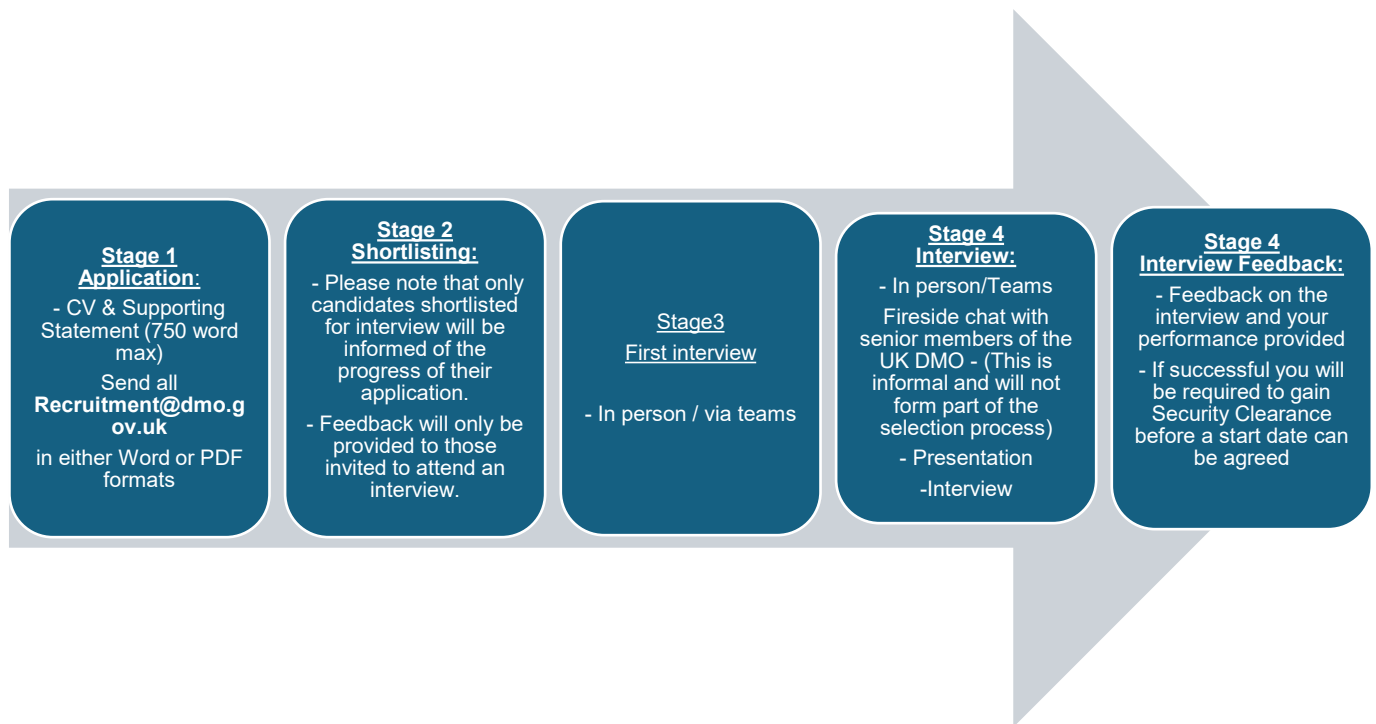
For this vacancy, we will use the Civil Service Success Profiles to assess you against the following Behaviours, Experience and Technical Skills:

- **Experience** –Previous experience working in a relevant financial market with knowledge of fixed income and money markets, repo and financial instruments. **Lead Criteria**
- **Technical** – Knowledge and application of Excel, Power BI and other Microsoft Office products and Bloomberg.
- **Behaviours- Making Effective Decisions** –Demonstrates the ability to make accurate and timely decisions under pressure, using sound judgement.
- **Behaviours – Communicating and Influencing** - Ability to communicate financial concepts clearly to both technical and non-technical audiences and demonstrate influencing skills.
- **Behaviours – Working together** : Demonstrates the ability to collaborate closely within a small team, share information effectively, and support colleagues to deliver accurate and timely outcomes in a fast-paced environment..
- **Qualifications** – A degree-level education or equivalent preferably in finance or similar discipline.

Candidates – Please note, you will be asked to give evidence in your application of how you meet these criteria. The supporting statement and CV will be assessed.

Candidates – Please note a sift based on the lead criteria may be conducted in the event of a large number of applications being received. Candidates who pass the initial sift may be progressed to a full sift or progressed straight to interview.

Application details



To Apply:

Please send a CV and supporting statement to: **Recruitment@dmo.gov.uk**

Supporting statement and CV

It is essential when submitting your personal statement that you provide as much detail as possible, and utilise the full word count given, explaining your motivation for the role and against the essential criteria outlined above as this will be used in conjunction with your CV to assess candidate suitability to move to the next stage of the recruitment process. Incomplete applications will not be reviewed.

AI

Artificial Intelligence can be a useful tool to support your application, however, all examples and statements provided must be truthful, factually accurate and taken directly from your own experience. Where plagiarism has been identified (presenting the ideas and experiences of others, or generated by artificial intelligence, as your own) applications may be withdrawn and internal candidates may be subject to disciplinary action. Please see our [candidate guidance](#) for more information on appropriate and inappropriate use.

Interview

At interview, we will use the Civil Service Success profiles framework to assess you against your Experience, , Technical Skills and the following Behaviours:

- Changing & Improving
- Making effective decisions
- Communicating & Influencing
- Delivering at pace
- Working together

There will be a **two**-stage interview process for this vacancy.

Stage 1: Shortlisted candidates will be invited to interview

Stage 2: Candidates who are successful at 1st stage interview will be invited to 2nd stage interview, which will consist of Fireside chat- (informal and not part of the assessment), followed by a presentation (prior notice will be given) and a formal interview, further details will be provided nearer the time.

Please visit the following pages to find out more:

- [UK DMO Careers](#)
- [Career FAQ Page](#)

If you need any reasonable adjustments to take part in the selection process, please tell us about this in your application form. If you would like to speak to the DMO recruitment team regarding this, you can contact them via email at Recruitment@dmo.gov.uk. A reserve list may be held for up to 12 months from which further appointments may be made for the same or similar roles.

Timetable

These dates are indicative and may be subject to change:

Applications close at 23:55 on 28 September 2025

Sifting W/C 29 September 2025

1st Stage interview W/C 6th October 2025

2nd Stage interview W/C 13th October 2025

Working arrangements

Hours of work/Hybrid working

Working hours will reflect the business hours of the financial market that the DMO operates in. The working hours of this post are 36 hours per week excluding lunch breaks. This post is available on a full-time basis although part time/job share/flexible working hours may be considered.

We are an operational business and delivery of our Remit is a priority. We are a London based organisation and our contracts reflect that our place of work is our London office.

UKDMO is a flexible employer. We work in small teams and individuals have a say in how they do their work. Where employees have health or caring responsibilities, we are empathetic to different situations.

We work a hybrid pattern. Our expectation is for employees to work remotely at least 60% of their time in the office and up to 40% of their time remotely. This is in line with the rest of the Civil Service and much of the private sector. We measure this over a rolling month so that individuals can plan their time, in agreement with their line manager, and in order to meet business need.

In agreeing how we work, UKDMO has to balance the need to meet all business objectives, including working collaboratively, with our understanding of individual circumstances.

Eligibility Statement

Individuals appointed to the DMO will be subject to National Security Vetting. To allow for meaningful checks to be carried out applicants will normally need to have lived in the UK for at least 3 out of the past 5 years. A lack of UK residency in itself is not always a bar to security clearance, but the Department will need to consider eligibility on a case by case basis using all information that can be obtained following a successful application.

Data Protection

The DMO will keep your personal details and other information relating to your application for a maximum of two years following the close of the campaign, for audit purposes only after which time it will be securely destroyed. All data is held securely and takes account of our obligations under the General Data Protection Regulation (GDPR).

Civil Service Commission

The DMO's recruitment processes are underpinned by the recruitment principles of the Civil Service Commissioner, which outline that selection for appointment is made on merit on the basis of fair and open competition. <https://civilservicecommission.independent.gov.uk/recruitment/recruitment-principles/>

