



Role Profile

Vacancy Summary			
Job title:	Senior Settlements Administrator	Job reference:	HUM1110- 546
Agency:	UK Debt Management Office	Team:	Settlements
Reporting to:	The Settlements team reports directly to Deputy Head and Head of Settlements Manager.	Closing Date:	19/ 08 / 2025
Salary Range:	£50,000-£65,000		
Contract Type:	Fixed Term Appointment of 12 months		

About the UK Debt Management Office

The DMO is an Executive Agency of HM Treasury. We are responsible for debt and cash management for the UK Government, lending to local authorities and managing certain public sector funds.

About the Role

The role is a one-year Contract for 'Senior Administrator' role working within the settlements team, which is an operational team within the DMO. The role is full time and requires a diverse knowledge of the settlement of various market products such as gilts, European Govt Bonds, Money Market instruments, coupon and collateral management.

It is envisaged that this role would suit candidates with an academic background who can demonstrate a genuine interest in pursuing a career in Settlements Operation. Previous experience in a similar role is essential however all candidates will require excellent communication skills, be well-organised and have a strong work ethic to be successful in this busy team.

The DMO is committed to supporting learning and development. Full training will be available to the successful candidate.

The jobholder will be a member of the Settlements team, which consists of a team of seven. The Settlements team reports directly to Deputy Head and Head of Settlements Manager.

The Settlements team is at the heart of DMO and ensure of all tasks are carried out promptly and efficiently on a daily basis.

Job description

Main Responsibilities:

1. Gilt/Repo settlements processing – all transactions are settled accurately, securely and on time and any issues with banks and counterparties are promptly resolved.
2. Payment processing – all receipts and payments are processed accurately, securely and on

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3. European Govt Bond processing - all transactions are settled accurately, securely and on time and any issues with banks and counterparties are promptly resolved.
 4. FX Swap processing - all receipts and payments are processed accurately, securely and on time and any issues with banks and counterparties are promptly resolved.
 5. Processing trades through Easyway - all transactions are matched accurately, securely and on time and any issues with banks and counterparties are promptly resolved.
 6. Monitoring settlements through CREST- all transactions are matched and settled accurately, securely and on time and any issues with banks and counterparties are promptly resolved (CREST experience is crucial for this role).
 7. Collateral Management processing - all transactions are settled accurately, securely and on time and any issues with banks and counterparties are promptly resolved.
 8. Coupon – all coupons are reconciled on T+1 (on Ex-div date) and receive on settlements date.

About the Team

The team consists of 7 full time employees with a Head and Deputy Head of Settlements. The work within the team is dispersed fairly and each member of the team are aware of the deadlines within their role. Cross training is done on a regular basis to encourage cross training and cover for annual leave the roles are changed around on a regular basis. The settlements team have a good work life balance, and we ensure that no one individual is overburdened and encourage staff to flag if they are feeling stressed or pressurised.

Key Responsibilities/Accountabilities

- Ensure all transactions are settled to the highest market standards of quality and timeliness.
- Ensure that all transactions are managed in a controlled way and properly reconciled to the highest market standards.
- Accurately process financial activity
 - Transacting money market deposits and commercial paper processes
 - Transacting Easyway matching and Cut off deadlines (Euroclear)
 - Applying Margin / Collateral process
 - Applying Coupon Process
 - Experience of using Swift process and messaging
- Ensure collateral management exposures are within limits and breaches are addressed and escalated quickly.
- Proactively look for opportunities to enhance processes and reduce risk within the settlements trade flow.
- Contribute your experience on Settlements-related matters to relevant strategic issues across the DMO.
- Ensure cash and security level approvals are performed accurately and end of day reconciliations are in line.
- Ensure Operational Risk is escalated quickly to the Head of Settlements.
- Excellent written and verbal communication skills with the ability to present information to a range of audiences. Ensure communications with internal and external stakeholders are professional in nature and in line with DMO's code of conduct.

Person Specification

Essential

- **Knowledge of how GILTs (cash and repo products) operate in the market alongside money market instruments such as deposits, loans and commercial paper**
- **Up to date knowledge and application Central Security Depositories (CREST and Euroclear)**
- **Competency of using SWIFT process and messaging**
- **Proficient in MS Office with experience of using Excel to analyse data and produce reports, as well as PowerPoint for presentations.**
- **Has the ability to plan organise and work well under pressure – managing conflicting demands effectively. Strong time management skills with the ability to prioritise tasks effectively and adapt to changing priorities when needed.**
- **Ability to work independently and as part of a team and build effective relationships with stakeholders.**
- **Excellent written and verbal communication skills with the ability to present information to a range of audiences.**
- **Demonstrate excellent attention to detail**

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:

Behaviours

- Ability to plan organise and work well under pressure – managing conflicting demands effectively.
- Demonstrate excellent attention to detail with excellent written and verbal communication skills.

Experience:

Lead Criteria: Knowledge of how GILTs (cash and repo products) operate in the market alongside money market instruments such as deposits, loans and commercial paper.

Technical

- Up to date knowledge and application of Central Security Depositories (CREST and Euroclear)
- Competency of using SWIFT processes and messaging

Candidates – Please note a sift based on the lead criteria may be conducted if 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.

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, against the criteria outlined above as this will be used in conjunction with your CV to assess candidate suitability to move to the next round in the recruitment process.

To apply please submit a supporting statement and CV to Recruitment@dmo.gov.uk

Your supporting statement is part of the application process. Candidates who do not submit a supporting statement will not be assessed.

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 Process

At interview stage, we will assess your behaviours, technical skills, experience, strengths and ability as part of the interview. We will use the Civil Service Success Profiles

Essential

- Experience: Knowledge of how GILTs (cash and repo products) operate in the market alongside money market instruments such as deposits, loans and commercial paper
- Technical: Up to date knowledge and application Central Security Depositories (CREST and Euroclear)
- Technical: Competency of using SWIFT process and messaging
- Proficient in MS Office with experience of using Excel to analyse data and produce reports, as well as PowerPoint for presentations.
- Has the ability to plan organise and work well under pressure – managing conflicting demands effectively. Strong time management skills with the ability to prioritise tasks effectively and adapt to changing priorities when needed.
- Ability to work independently and as part of a team and build effective relationships with stakeholders.
- Excellent written and verbal communication skills with the ability to present information to a range of audiences.
- Demonstrate excellent attention to detail

Behaviours

Behaviours:

- ☐ Changing and Improving
- ☐ Communicating and Influencing
- ☐ Working Together
- ☐ Developing self and others
- ☐ Delivering at pace

Strengths



The interview panel will ask you questions about what you enjoy doing and what you do well and often.

When looking at your strengths, we want to find out whether you, the organisation and the job will be a good fit.

By ensuring that the role is the right fit for you, you are more likely to enjoy it and perform well.

Technical skills

x ☐

The interview panel will ask you questions about your understanding of technical and practical operation on a range of relevant areas

Experience

x ☐

The interview panel will ask you questions about what you have previously achieved or your knowledge in a particular field. The questions will relate to the areas of work outlined in the 'Key Responsibilities/Accountabilities' section above.

Ability

x ☐

The selection process may involve some skills, aptitude and psychometric testing for which you will be given prior notice.

Interview – Information for candidates

There will be a **one** interview for this vacancy.

Applicants for this post will be assessed against the elements listed above.

Applicants for this post will be assessed against the elements of the Success Profiles recruitment framework listed above

Advert live 8 August 2025

Application deadline: 23:55 on 19/08/2025

Shortlisting: Week commencing 18/08/2025

Interviews: Week commencing 1/09/2025

These dates are indicative and may change

Application details

To apply, please send a **CV and covering letter** to HR@dmo.gov.uk.

The candidates who are assessed, from the information provided as best meeting the requirements of the role will be invited to interview. **Please note that only candidates shortlisted for interview will be informed of the progress of their application. Feedback will only be provided to those invited to attend an interview.**

As part of our pre-employment security checks, if you are invited to interview, you will need to bring:

- Proof of identity, e.g. your **passport or driver's license**. Documents must be in date and valid.
- Proof of your National Insurance (NI) number, e.g. **letter from DWP confirming your NI number, or P60**

If you do not bring a UK passport, you will need to bring other documentation of your right to work in the UK, e.g. your visa, biometric residence permit or birth certificate. Now that we have concluded the Brexit transition period applicants from the EU must provide proof of their eligibility to work in the UK.

Further details regarding acceptable documents will be provided in the invitation to interview.

For more information on the DMO visit: www.dmo.gov.uk

Working arrangements

Location/Hybrid working

DMO's offices are located in the City of London.

We operate a hybrid working model. Currently our expectation of office attendance is 60%. There is flexibility to plan how you work, subject to collaborating with the team and meeting business needs.

This provides the DMO with culture of visibility and also offers a great work/life balance.

Hours of work

- 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.

Benefits

- Annual Leave - You will have an annual leave allowance of 27.5 days plus paid bank holidays.
- Civil Service Pension
- Subsidised gym membership
- Interest free season ticket loan
- Family friendly HR policies including paid maternity, paternity and adoption leave.
- A working culture which encourages inclusion and diversity

Professional Qualifications, Training & Development

The DMO provides financial support to employees undertaking professional qualifications, skills training and development that are relevant to the role. The DMO will also pay individual subscriptions to professional bodies.

Probationary Period

You will normally be subject to a period of probation for the first six months of the appointment. The DMO may exercise its discretion in extending the probationary period by a further three months where considered necessary

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.

Diversity

DMO has a strong commitment to equality and diversity. Our aim is to be a department which is open and accessible, recruiting and retaining a diverse, talented and high-performing people who support and develop one another.

We are a Disability Confident Employer. This means we've been recognised as an employer which is confident and leading the way in recruiting and retaining staff with disabilities. We will offer an interview to any applicants with a disability who have indicated they wish to take part in the disability confident scheme, provided they meet the sift criteria set out for this post.

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 HR@dmo.gov.uk.

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 Code

The Civil Service Code sets out the standards of behaviour expected of civil servants. The Civil Service Commission has two important roles in relation to the Civil Service Code. The Commission hears complaints under the Code from civil servants. The Commission also works with Departments to help them with their promotion of the Code.

The Civil Service Code outlines the core values of the Civil Service:

- Honesty
- Integrity
- Impartiality
- Objectivity

It describes the standards of behaviour expected of individual civil servants against each of these four values.

Complaints Procedure

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/>

We recruit by merit on the basis of fair and open competition, as outlined in the Civil Service Commission's recruitment principles.

If you feel at any time your application has not been treated in accordance with the values in the Civil Service Code and/or if you feel the recruitment has been conducted in such a way that conflicts with the Civil Service Commissioner's Recruitment Principles, you may make a complaint by contacting us at HR@dmo.gov.uk in the first instance. If you are not satisfied with the response, you receive you can contact the Civil Service Commissioners via info@csc.gov.uk, alternatively they can be contacted at the following address: G/8, 1 Horse Guards Road, London, SW1A 2HQ.