



## Role Profile

| Vacancy Summary |                                    |                |                                       |
|-----------------|------------------------------------|----------------|---------------------------------------|
| Job title:      | VBA Developer -Application Support | Job reference: | HUM1110-530                           |
| Reporting to:   | IT Client Services Manager         | Team:          | Business Delivery                     |
| Closing Date:   | 26 <sup>th</sup> October 2025      | Interviews w/c | 3 <sup>rd</sup> November (indicative) |
| Salary Range:   | £40,000 – £44,000                  | Contract Type: | Fixed Term Appointment – 23 months    |

| About the Role                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>About the Team:</b></p> <p>Our Application Support team plays a vital role in ensuring the stability, performance, and continuous improvement of internal applications used across the organisation. The team provides second line support, resolves technical issues, and contributes to a variety of projects and system change initiatives. We also support content management for the DMO's website and are committed to enhancing service delivery.</p> <p>Team members are expected to be flexible, adaptable, and proactive, with a strong general interest in IT and a commitment to developing new skills. The support function operates on a shift basis between 07:30 and 18:00, Monday to Friday, occasionally, weekend work may be required to support planned changes or critical implementations</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p><b>About the Role</b></p> <p>We are looking for an Excel VBA Developer to join our Application Support team—someone with a strong technical foundation and a collaborative mindset. This role is ideal for candidates with a minimum of two years of experience in application support and a genuine interest in financial markets</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"><li>• Provide effective support for 2nd line incidents and problem resolution, ensuring minimal disruption to business operations.</li><li>• Maintain and enhance Excel-based tools, including those using macros, to support data analysis and reporting.</li><li>• Support and develop Power BI dashboards, helping to improve data accessibility and insight delivery across the organisation.</li><li>• Represent the team on projects and system change initiatives, contributing to the continuous improvement of our services and tools.</li><li>• Apply your experience working with Excel macros and confidently support financial trading systems to ensure smooth and reliable operations.</li><li>• Work directly with end users, delivering clear, responsive, and effective support to meet their needs.</li><li>• Contribute to the ongoing improvement of how data and insights are delivered across the organisation, playing an active role in the development of tools and services.</li></ul> |

## Essential Skills

- **Technical:** 2 years working as a Microsoft Excel VBA -Application Support role, supporting 2nd line incident and problem management.
- **Technical:** Having strong technical knowledge of at least one of the following: Treasury management trading systems, trade settlement systems (SWIFT, CREST), Microsoft Excel, SQL query writing or market data applications (Bloomberg, Reuters), basic scripting knowledge (e.g. PowerShell). Experience of Application monitoring tools.
- **Experience** Proven experience in 1st and 2nd line Application support Role
- Self-motivated, and able to prioritise, plan and deliver a high-quality service under pressure, identifying resource requirements, ensuring risks are monitored and managed and improving the service to reach professional excellence
- Excellent verbal and written communication skills, with a proven ability to communicate complex and technical information and ideas with conviction and clarity
- Strong levels of ethical behaviour and self-awareness, with a willingness to accept and learn from feedback and proactively identify areas for personal development

## Desirable Skills

- Understanding of financial instruments (e.g. stocks, bonds, derivatives).
- Experience with Power BI (dashboards and data models).
- Familiarity with Content Management Systems (CMS).

## Sift Criteria

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

1. **Experience:** Minimum of 2 years working as an VBA Developer -Application Support role, supporting 2nd line incident and problem management. **Lead Criteria**
2. **Technical:** Having strong technical knowledge of at least one of the following: Treasury management trading systems, trade settlement systems (SWIFT, CREST), Microsoft Excel, SQL query writing or market data applications (Bloomberg, Reuters), basic scripting knowledge (eg PowerShell). Experience of Application monitoring tools.
3. **Experience:** Significant experience gained in a financial institution or a public body or other private company.
4. **Behaviour (Working together):** Experience forming effective relationships with people both internally and externally to share information, resources and support
5. **Behaviour (Communicating & Influencing):** Experience communicating purpose and direction with clarity, integrity and enthusiasm.

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.

**Feedback will only be provided to those invited to attend an interview**

*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

### **Stage 1** **Application:**

- CV & Supporting Statement (750 word max)

Send all  
**Recruitment@dmo.gov.uk**  
in either Word or PDF formats

### **Stage 2** **Shortlisting:**

- 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.

### **Stage 3** **Interview:**

- Inperson/via teams
- Role specific interview based on your technical skills, experience and behaviours listed in the job description

### **Stage 4** **Interview Feedback:**

- Feedback on the interview and your performance provided
- If successful you will be required to gain Security Clearance before a start date can be agreed

**To Apply:**

Please send a CV and supporting statement to: [Recruitment@dmo.gov.uk](mailto:Recruitment@dmo.gov.uk)

**Supporting statement and CV**

To apply, please send a CV and supporting statement of no more than 750 words to [Recruitment@dmo.gov.uk](mailto:Recruitment@dmo.gov.uk) demonstrating how you meet the requirement for this role set out above

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:

**Managing a Quality Service****Working together****Communicating & Influencing****Timetable**

These dates are indicative and may be subject to change:

Applications close at 23:55 on 26 October 2025

Sifting W/C 3rd November

Interviews W/C 10<sup>th</sup> November 2025

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](mailto: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.

## Working arrangements

### Hours of work/Hybrid working

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. From 1<sup>st</sup> April 2024 our expectation is for employees to work remotely for 40% of their time and 60% of their time in the office. 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/>

