



Role Description & Person Specification

Administration Officer - Enterprise Financial Systems

Limited Term Appointment - 12 months

What will you do?

Treasury's Enterprise Financial Systems team sits within the Financial Operations area of the Financial Governance Division. This specialist team has been established to support a significant transformation programme, transitioning from the current financial system to a new, modernised platform that will enhance financial management and reporting across the organisation.

The role will play a key part in supporting the successful delivery of this major system implementation.

You will provide essential administrative and operational support throughout the lifecycle of the project, from system configuration and testing through to implementation and post-go-live activities.

What does that involve?

The types of the duties that you will undertake as part of a team include:

Systems Data

You will:

- Provide administrative support to the implementation and rollout of new finance systems and related processes
- Assist with maintaining user access records, including setting up and updating user accounts under supervision
- Prepare, update, and organise project documentation, including process notes, user guides, and training materials
- Support data migration activities by assisting with data cleansing, checking, and validation tasks
- Support User Acceptance Testing (UAT) by following test scripts, recording results, and logging issues
- Maintain logs of system defects, queries, and support requests, ensuring they are accurately recorded and tracked
- Assist with monitoring project actions and following up on outstanding tasks with team members
- Support reconciliation activities by gathering and organising information from both legacy and new systems
- Provide basic first-line support by responding to simple user queries and directing more complex issues appropriately
- Liaise with internal teams and external suppliers to support the coordination of project activities
- Assist with parallel run activities by capturing outputs and supporting comparison exercises

- Carry out general administrative tasks to support the project team, including scheduling meetings and maintaining records

Systems Testing Support

- Undertake testing activities as directed, following established test scripts and guidance
- Assist with the testing of financial transactions by inputting data and recording outcomes
- Record and report any issues identified during testing to the appropriate team members

Self-Development

- Work collaboratively as part of a team and provide cover for colleagues where required
- Maintain the expected professional and technical standards for the Administrative Officer grade
- Undertake learning and development to remain up to date with changes in systems and processes
- Participate in team meetings and contribute ideas for improving administrative processes

Other Duties

- Attend team and operational meetings as required, providing administrative support where necessary
- Support general project and divisional activities as directed
- Undertake any other reasonable duties consistent with the grade and purpose of the role

Performance Management and Improvement

All civil servants have a personal responsibility for performance management. The post holder's performance and development will be assessed through a continuous review procedure based on the PSC People Quality requirements for Credibility, Character and capability (3C's level 2).

Reporting Framework

The post holder reports to the Executive Officer within the Enterprise Financial Systems team. The Executive Officer is responsible as "Reporting Officer" for the implementation of, and compliance with, the provisions of the Isle of Man Civil Service Qualities Framework level 2.

As Reporting Officer, the Executive Officer will ensure that in line with the requirements and timescales set out in the scheme, amongst other things an annual:

Working Together for the Isle of Man

- Performance and Development Review and personal Development Plan is agreed
- Review and assessment of performance and competencies/behaviours is made
- Minimum 6 Performance and Review meetings are conducted

Health and Safety

The post holder will be responsible for their own health and safety and the impact of their actions on others. They will be responsible for identifying any possible risks or near misses to a responsible manager and/or Health and Safety Review Group of Treasury.

Integrity

As an appointee of Treasury, the post holder is expected to recognise that their everyday business requires the highest level of personal integrity. Each Officer has a personal responsibility to maintain the confidentiality of all Treasury business and to uphold such confidences.

General Scope

This document is intended to be a guide to the general scope of duties and not a rigid, inflexible specification. The employee shares with the employer the responsibility for suggesting alterations to the scope of duties to improve the work situation. This job description will be reviewed as necessary to reflect the future requirements of the Treasury

Confidentiality

You are required to comply with the Official Secrets Act 1911 and 1920. Breach of this confidence will result in action under the Disciplinary Procedure and may lead to dismissal

Policies, Procedures and Regulations

You are required to comply with all policies, procedures and regulations issued by the Isle of Man Government, Public Service Commission. These can be obtained through your Line Manager

What do you need to be successful in this role?

	Essential or Desirable	Method of Assessment
Credibility		
Communicates clearly and professionally with colleagues	E	Interview
Builds positive and supportive working relationships	E	Interview
Demonstrates a professional and reliable approach to work	E	Interview
Capability		
Experience providing administrative support in a busy team environment	D	CV/Interview
Good organisational skills with the ability to manage workload and meet deadlines	E	CV/Interview
Strong attention to detail, particularly when working with data or records	E	CV/Interview
Experience using Microsoft Office, particularly Excel	E	CV/Interview
Experience using finance systems or other business systems	D	CV/Interview
Experience supporting project or change activities (e.g. tracking actions, updating records)	D	Interview
Ability to follow processes and accurately complete tasks	E	Interview
Ability to record and maintain accurate information (e.g. logs, trackers, documentation)	E	CV/Interview
Ability to communicate information clearly to non-specialists	E	Interview
System & Testing Support		
Experience supporting data-related tasks such as data entry, validation, or reconciliation	D	CV/Interview
Experience supporting system testing or following test scripts	D	CV/Interview
Willingness to learn new systems and processes quickly	E	Interview
Character		
Well organised and able to work independently and as part of a team	E	Interview
Positive, proactive approach to work with a willingness to learn	E	Interview
Flexible and adaptable in response to changing priorities	E	Interview
Demonstrates initiative when supporting team activities	D	Interview
Contributes positively to team working	E	Interview
Other requirements		
Isle of Man Worker	D	Application