



Role Description & Person Specification

Administration Officer

Treasury

What will you do?

You will provide a wide variety of professional accounting services to the Isle of Man Government, working under the Head of Financial Operations, within the Financial Governance Division.

As this post is part of a flexible resourcing strategy within Treasury, this means that you get a wide range of experience and that there is flexibility of resourcing to meet workload peaks in different areas of the Treasury. You may work across both teams who are headed up by the Head of Financial Operations and the Head of Financial Planning and Reporting. The job's responsibilities will change to meet the needs of the Treasury and the development needs of each job holder.

The key role for this post is assisting with the development and standardisation of balance sheet controls utilising the Government's financial systems.

Due to the flexible nature of our teams, jobs undertaken may vary but the key tasks include:

- Reconcile balance sheet codes from across Government to ensure that they are being appropriately maintained and raise queries with departments where required
- Maintain balance sheets codes for which the division has responsibility based on assigned frequency and investigate outstanding items
- Work with the financial reporting team to complete the year end processes, produce the Isle of Man Government Annual Report and support the annual audit process
- Supporting the Head of Financial Operations

What does that involve?

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

Reconciliations & Controls

You will:

- Daily reconciliation of several IOM Government Bank Accounts
- Review and reconcile various Balance Sheet & Revenue General Ledger codes periodically
- Production of month end packs for the above, for authorisation and sign-off by line manager
- Monitor all aged balances within Purchase & Sales Ledgers, ensuring accurate records are kept
- Liaise with relevant areas of Government to encourage aged items being cleared within an acceptable timescale
- Prepare monthly, quarterly and year-end balance sheet control accounts for Financial Governance Division

- Work with Financial Advisory Service teams, where appropriate, to chase outstanding items in balance sheet codes
- Support Risk and Controls team in tracking expenditure relating to the central insurance policies
- Control of yearly petty cash balances from all Government Departments and the annual reconciliation produced for line manager's concurrence.
- Collate analytical data for Head of Financial Operations for internal statistic reporting
- Monthly allocation and upload of Worldpay and Purchase card charges
- Periodic reporting to the Head of Financial Operations and the senior management team of the Financial Governance Division regarding balance sheet controls and escalate any issues as appropriate
- Create and maintain procedural notes for reconciliation work

Accounting Services

You will:

- At year end, assist when required in some of the yearend balance sheet reporting processes
- Provide input on an ad-hoc basis where requested by colleagues and departments
- Work with other team members to improve and streamline processes and deliver quality services to our customers.

Self-Development

You will:

- Work as part of a team
- Participate in a training programme to develop the technical skills of an Administration Officer
- Attain and maintain the technical standard applicable to Administrative Officer grade
- Undertake continuous development to keep up to date with Divisional changes
- Participate in meetings to make suggestions for improvements to the systems and processes

Other duties

You will:

- Participate in Treasury operational meetings and assisting in the development and implementation of the Department's corporate plan.
- This role description sets out the main duties and key accountabilities for the AO but is not intended to be an exhaustive list. Specific duties may change from time to time without changing the general nature of the role and the role holder is expected to be flexible in the range of responsibilities undertaken.

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 Risk and Control 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:

- 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		
Part qualified towards relevant Professional Qualification (ACA, ACCA, CIMA, CIPFA) or MAAT qualified	D	CV/Interview
Has open conversations and addresses the issues	E	Interview
Builds supportive relationships	E	Interview
Is professional and credible	E	Interview
Capability		
Experience of financial analysis and the provision of advice	D	CV/Interview
Familiarity with Risk Management and Governance principles	D	CV/Interview
Experience of producing Management information	D	CV/Interview
Ability to make informed decisions based on detailed analysis and evaluation	D	Interview
Knowledge of financial planning and production of accounts	D	CV/Interview
Ability to communicate technical concepts to non-specialists	D	Interview
Have effective communication skills, including good presentation skills	D	Interview
Ability to work with differing people at different levels	D	Interview
Ability to see wider implications of proposals	D	CV/Interview
Ability to balance different demands and workloads	E	CV/Interview
Future focused	E	Interview
Makes considered decisions	E	Interview
Encourages innovation and supports change	E	Interview
Character		
Are well organised – able to work independently with the minimum amount of supervision	E	Interview
Are a self-motivated person who is happy to self-develop and is eager to learn more	E	Interview
Ability to be persuasive	E	Interview
Has positive energy and drive	E	Interview
Inspires, motivates and empowers	E	Interview
Other requirements		
Isle of Man Worker	D	Application