



Role Description & Person Specification/Advertising Profile

Administrative Assistant – Finance Shared Services

Treasury

What will you do?

Treasury's Finance Shared Services provides a high-quality and effective operation at the heart of essential services within Government. The main purpose of this role is to assist with the collection/logging/distribution of the Division's post and the provision of efficient archiving, scanning and filing services. You will also provide support for other areas of the Division as and when required.

Main Duties and Responsibilities include

1. Opening, date-stamping, sorting and distribution of incoming mail, recording remittances received and co-ordination of outgoing mail.
2. Monitoring stocks of essential office supplies, confirming requirements to budget holder for ordering.
3. Assisting with the processing of vendor statements, confirming accuracy or chasing invoices/credit notes as required.
4. Daily banking, checking for accuracy before submission to the bank for processing into our accounts.
5. Providing general office support with photocopying, scanning, filing, shredding and enveloping.
6. Maintaining the archive records, including allocating of reference numbers for boxes being moved to archive, maintaining a record of box contents and location, reviewing archive records to identify documents to be moved to external storage or for destruction. Arrange with service provider Doxbond for the movement of archive boxes in/out external storage as required.
7. Daily monitoring of shared inbox / shared queries inbox
8. Maintain the day to day filing system

Any other duties as requested, as appropriate and relevant to the post and level of responsibility.

Self-Development and Training

We will provide training so you can fulfil the requirements of the post, and you will be required to attend relevant training courses. You will agree a training plan with your line manager.

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.

Representation and Corporate Contribution

The post holder will be responsible for the division's work providing excellent customer service to the public, Government departments and third-party creditors.

Develop and support a culture of continuous improvement, professionalism and actively participate in the staff development programme, including self-development to help meet the Treasury's objective of being a high performing professional organisation, by identifying improvements to our processes and procedures.

Knowledge, Skills and Experience

The post holder must be numerate and be able to work quickly and accurately to meet the deadlines required by Government's financial systems.

The nature of the work requires that the post holder is flexible and able to work efficiently and effectively as part of a team and can communicate effectively with customers as well as management and staff at all levels within Government.

A working knowledge of the Government's main financial systems (principally AX Dynamics) and experience in the use of computer packages such as Word, SharePoint and Excel is desirable. Full training in these areas will be available for appointed candidates if necessary.

Performance Management and Improvement

All civil servants have a personal responsibility for performance management and are expected to perform at or beyond the competency levels set out below for this role. The post holder will be expected to contribute positively to their performance development review.

The post holder's performance and development will be assessed through a continuous review procedure based on the Public Services Commission People Qualities Framework requirements for Credibility, Character and Capability (Level 2).

Reporting Framework

The post holder will report to the Accounts Payables Executive Officer within Financial Shared Services. There are no staff management responsibilities in this role, but the post holder will be required to help and support other team members.

Health & 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 risk or near misses to a responsible manager and/or the person responsible for Health and Safety in the Treasury.

Working Together for the Isle of Man

Integrity

All staff of the Treasury are expected to recognise that the everyday business of the Treasury requires the highest level of personal integrity. Each officer has a personal responsibility to maintain the confidentiality of all Government and client information and ensure the protection of the international reputation of the Isle of Man.

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 enhance the working environment.

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.

You will be responsible for ensuring compliance with all data protection, information governance and security policies and procedures relevant to your role and responsibilities. This specifically includes reporting data breaches to the Division's Information Governance Officer and taking responsibility for personal data collected, used and retained as necessary for your role and purpose.

Isle of Man Civil Service Person Specification	
Job Title:	Administrative Assistant
Department:	Treasury
Division:	Finance Shared Services
Grade:	Administrative Assistant

What do you need to be successful in this role?

	Essential or Desirable	Method of Assessment
Credibility		
No formal qualifications are required for this post		
Previous experience in an office environment - particularly within a filing/scanning role	D	CV
Have open conversations and address issues	E	Interview
Build supportive relationships	E	Interview
Capability		
Basic computer skills – a knowledge of Microsoft applications	E	CV/Interview
Operational knowledge of office equipment – copiers/scanners/printers	D	CV/Interview
Able to work under pressure and to deadlines during busy periods	E	CV/Interview
Comfortable and competent operating scanning equipment (training will be given)	E	Interview
Makes considered decisions	E	Interview
Be future focused	E	Interview
Character		
Able to work independently without supervision on occasions	E	Interview
An accurate and reliable worker	E	Interview
Enthusiastic and self-motivated	E	Interview
A flexible approach – able to deal with changing priorities	E	Interview
A confident, friendly and helpful manner with a strong focus on customer service	E	Interview
Trusts and is trusted	E	Interview
Other requirements		
Isle of Man Worker	D	Application
Able to carry out physical requirements of the post	E	Pre-employment Checks