



# JOB DESCRIPTION

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<b>Post:</b>	Finance and Organisational Development Administrative Officer (Full-time)
<b>Department:</b>	Department of Home Affairs
<b>Division:</b>	Isle of Man Constabulary
<b>Area:</b>	Organisational Development
<b>Grade/Band:</b>	Administrative Officer / Pay Band 7
<b>Reports To:</b>	Policy & Workforce Planning Manager

## **Overall Purpose of the Job:**

The post-holder will provide accurate, reliable and timely financial and administrative support across the Organisational Development (OD) team within the Isle of Man Constabulary. The role includes invoice and purchase order processing, financial monitoring, liaison with Treasury and Finance Shared Services, and ensuring compliance with Financial Regulations. Alongside finance responsibilities, the post-holder will support wider OD administrative functions including recruitment administration, training coordination, and project support.

## **Financial Duties & Responsibilities:**

- Review, check and validate invoices for accuracy prior to onward submission.
- Create, raise and manage purchase orders in accordance with Financial Regulations.
- Track purchase orders, invoices and workflows to ensure timely processing.
- Maintain accurate, audit-ready financial records and filing systems.
- Support the submission of purchase and sales invoices to Treasury through Finance Shared Services.
- Assist with monitoring income and expenditure across the Constabulary.
- Maintain financial trackers, spreadsheets and supporting documentation.
- Identify and report financial irregularities or non-compliance.
- Support officers and staff by providing guidance on financial responsibilities within the AO remit.
- Prepare and submit Treasury returns, including those relating to Constabulary travel.
- Liaise with Treasury and Finance Shared Services promptly and professionally.

## **Organisational Development Administrative Support**

- Provide accurate, reliable and timely administrative support across the OD team.
- Assist with recruitment and onboarding administration and documentation.
- Maintain OD databases, logs, trackers and shared records.
- Support training administration including attendance logging, coordination and documentation management.
- Assist with OD projects, governance activities and departmental initiatives.
- Liaise professionally with internal and external stakeholders on OD-related matters.

## **General Administrative Officer Duties**

- Maintain and update filing systems in accordance with retention schedules.
- Manage shared inboxes and routine enquiries.
- Draft, format, proofread and quality-check documents, reports and correspondence.
- Organise meetings, prepare agendas, take notes and follow up actions.

- Process, collate and analyse data relating to finance and OD operations.
- Carry out office duties such as scanning, printing, photocopying and archiving.
- Uphold confidentiality, integrity, data protection and safeguarding policies at all times.

**Other Duties**

- Undertake any other duties as directed by the line manager, appropriate to the grade.

**Other Information:**

The job description is not a statement of all the detailed procedures and conditions applicable to the post holder, therefore there will always be instructions and information additional to those outlined.

The Isle of Man Government is committed to ensuring that children and adults are safeguarded and supported in reaching their potential, and expects all members of staff to share this commitment. Staff must work within all Isle of Man Constabulary safeguarding policies and procedures

**Performance Management and Improvement:**

All Civil Servants have a personal responsibility for performance management. The post holder will be expected to contribute to their annual performance development review and interim performance reviews and manage those staff reporting in to them.

**Security Clearance:**

The role will require the post holder to achieve a Recruitment Vetting due to the nature of the role and the access required in the role itself. This will involve the completion of a detailed Constabulary Security questionnaire.

**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 the Health, Safety and Wellbeing Group.

**Training:**

The post holder will, wherever possible, receive full and comprehensive training commensurate with the requirements of the post. They may be required to attend a number of training courses and meetings locally and nationally, as agreed in conjunction with their line manager and the requirements of the role.

**Competency Levels:**

The People Qualities Framework is set at Level 2 for this position. Further details are available at <https://hr.gov.im/performance-development/people-qualities/>

**Competency Levels for this post are:**

<b>Competencies</b>	<b>Level Required</b>
Leading and Working Together	A
Communicating and Influencing	A
Achieving Results	A
Delivering a Quality Service	B
Changing and Learning	B
Showing Commitment and Resilience	A

**Notes:**

The Chief Constable reserves the right to transfer the post holder to any other area within the Force or Department, following consultation with the post holder and taking into account any agreements which may be in force at that time.

**Isle of Man Civil Service  
Person Specification**

Post:	Finance and Organisational Development Administrative Officer	
Grade:	Administrative Officer	
Division:	Department of Home Affairs, Isle of Man Constabulary	
ATTRIBUTES	ESSENTIAL or DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications</b>		
5 GCSE's at Grade C (4) or above or equivalent (including English Language)	D	CV/Pre-employment Checks
<b>Experience</b>		
• Financial or administrative experience	D	CV/Interview
• Experience with MS Excel and financial documentation	D	CV/Interview
• Strong record-keeping experience	D	CV/Interview
• Public sector experience	D	CV/Interview
<b>Knowledge and Skills</b>		
• Strong numeracy and attention to detail	E	CV/Interview
• Understanding of or ability to learn Financial Regulations	D	CV/Interview
• Ability to identify financial discrepancies	D	CV/Interview
• Strong communication and documentation skills	D	CV/Interview
<b>Disposition</b>		
Highly organised and self-motivated	E	CV/Interview
Professional, discreet and confidential	E	CV/Interview
Confident challenging where appropriate	D	CV/Interview
Methodical and analytical approach	E	CV/Interview
<b>Circumstances and Interests</b>		
Isle of Man Worker	D	Application
Full Driving Licence	D	CV
Recruitment Vetting check at the appropriate level	E	Pre-Employment Checks