



Role Description & Person Specification/Advertising Profile

Administration Officer – Financial Systems, Treasury

Operational Support

What will you do?

Treasury's Financial Systems team is part of Treasury's Financial Governance Division and provides high quality, effective, financial information, and support across all Government Departments. In this role, you will provide excellent financial & operational support to the Financial Systems Team to deliver their strategic objectives.

In this role as an Administration Officer you will work to assist the Treasury Financial Systems team in the management and control of Government's accounting activities in accordance with Treasury and accounting policies and to provide support for the current Financial Accounting System - AX.

This role is a key position to offer necessary support to the Financial Systems team who are currently undertaking a major financial systems replacement programme.

What does that involve?

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

Accounting Functionality

You will:

- Assisting in all AX accounting duties performed within the Financial Systems office, posting of monetary receipts for various Departments and various Departmental miscellaneous general journal requirements.
- Monitor of IOM Government cheques clearing through the main IOM Government bank account and assist with the control of stopped and cancelled cheques through the Bank and the AX accounting system.
- Recording received monies and/or cheques on the Till Spreadsheet to ensure they are allocated to the correct accounts/codes and producing the End of Day Till Report for the following days banking.
- Participation in the weekly intercompany journal process, to ensure that payments are matched correctly.
- Timely and accurate completion of all AX Accounts Receivables duties for Treasury and various other Government Departments, with responsibility for pursuit of the sales debtors as necessary.
- Assist with the allocation, administration and reconciliation of long-standing Government mortgages – ie housing and miscellaneous loans.

Controls

You will:

- Daily uploading of bank statements for the main IOM Government Bank Account and the IOM DHSC Benefits Bank account.
- Processing journals required within the Financial System Teams.
- Monitor all Aged Credits created within Purchase Ledger and ensuring that there are no entries caused by incorrect use of system processes.
- Monthly allocation and upload of Worldpay and Purchase card charges.

Administration & Information

You will:

- Printing & enveloping of the main IOM Government BACS payment run on a weekly basis.
- Assist with Interfaces between Third Party Systems and AX. EG for DOI interfaces to enable invoice payments to be transacted directly to supplier accounts & costing files for Payroll; Income Tax, Benefits & Customs
- Assist where required with both written and oral AX queries from Government Departments, suppliers & customers on a timely basis.

Systems Data Functionality

You will:

- Assist in all AX Data Maintenance duties for the creation of new suppliers; new customers; GL codes; Item numbers; & cost centres & any modification thereto
- Administration & resolution of the issues received into the AXSupport inbox
- Assist in the Data cleansing of the system in preparation for implementation of new financial system
- Maintain all records of new & changes to standing data where appropriate

Self-Development

You will:

- Work as part of a team and provide cover when necessary
- 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:

- Participation 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 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:

- 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