



Attorney General's Chambers

Role	Administrative Officer - MHFM
Appointment	Permanent, commencing 1 April 2027
Grade	AO / Pay Band 7
Office	Attorney General's Chambers
Location	Belgravia House
Responsible to	Public Law HEO

Introduction to the Attorney General's Chambers

The Attorney General's Chambers (AGC) is the legal office of His Majesty's Attorney General (HMAG) and His Majesty's Solicitor General (HMSG), the Crown Officers of the Isle of Man appointed by His Majesty the King.

As part of the Isle of Man Public Service, Chambers supports the Crown Officers in the delivery of their constitutional, statutory and legal responsibilities. The Crown Officers occupy a unique and politically independent position, providing impartial legal advice to the Isle of Man Government, Tynwald and the Crown, whilst also exercising a number of statutory functions independently.

Chambers is staffed by Civil Servants, many of whom are qualified lawyers who uphold the professional standards of their respective governing bodies and those set by the Crown Officers. The work of Chambers spans the full breadth of Government, ensuring independent legal advice, effective representation and the delivery of key constitutional and public interest functions.

About the role

This role sits within the Public Law Division of the Attorney General's Chambers and forms part of the Division's dedicated administrative team.

The Public Law Division supports His Majesty's Attorney General in the exercise of a range of statutory functions outside criminal law. The post provides administrative support across the Division, with a particular focus on Mental Health Financial Management (MHFM).

The MHFM function manages the financial affairs of individuals who lack capacity where there is no suitable family member or other person willing and able to act, and where there are insufficient funds to appoint a professional deputy.

What will you do?

In this varied role, you will provide administrative support across the Public Law Division, with particular responsibility for supporting the Mental Health Financial Management function.

You will handle confidential and sensitive information, maintain accurate records, prepare documentation and correspondence, liaise with internal and external stakeholders, and support the effective administration of clients' financial affairs.

You will also undertake a range of general administrative duties across the Division and may act as a first point of contact for members of the public and partner organisations.

The role requires a high standard of professionalism, discretion, organisation and attention to detail, together with the ability to work flexibly as part of a busy team.

What does that involve?

Mental Health Financial Management

Duties include, but are not limited to:

- Preparing formal Letters of Direction for signing by HMAG.
- Maintaining and monitoring an accurate cash flow record for all cases.
- Completion and submission of annual Income Tax Returns.
- Liaising with Social Services and any other persons/agencies providing care or support to clients.
- Reviewing incoming bank statements and reconciling with cash flows.
- Preparation of any necessary correspondence to be sent to banks in relation to actions required and liaison with such.
- Preparing draft letters to incoming correspondence for approval and preparing cheques for signature.
- Ensuring payments are made on behalf of clients.
- Completion of benefit applications on behalf of clients and liaison with Social Security.
- Ad-hoc delivery of correspondence to legal practices, Isle of Man Courts, banks or other local organisations.
- Maintenance of relevant files and records within the practice management system, including archiving, scanning and shredding as necessary.

General Administration

- Supporting the operation of the public counter, including answering enquiries, greeting visitors, issuing, checking, and collecting visitor badges as necessary.
- Assisting the Charities team, as required.
- Assisting with a variety of administrative tasks, including photocopying, scanning and printing.
- Answering enquires by telephone, email.
- Assisting the Crown Officers with administrative tasks, as required.
- Processing and preparing documentation.

You will benefit from working at the heart of the Attorney General's Chambers, gaining invaluable experience in a challenging environment, where strong team working, flexibility and resilience is essential. You will also have strong interpersonal skills and be able to establish good working relationships at all levels within Chambers, in addition to wider Isle of Man Government departments and external stakeholders.

Person Specification

What do you need to be successful in this role?

**Essential
or
Desirable**

**Method of
Assessment**

Credibility		
5 GCSE'S at grade C (4) or above (one of which must be in Mathematics) or equivalent qualification	D	CV
Previous experience within a financial environment with a knowledge of basic accounting/ bookkeeping skills	D	CV/Interview
Experience of implementing and reviewing administrative processes	D	CV/Interview
Able to work as part of a multi-disciplinary team	E	CV/Interview
Previous experience within a financial, compliance or similar role within a regulatory sector environment	D	CV/Interview
Capability		
Have a demonstrative proficiency in Microsoft software, particularly Outlook, Word and Excel	E	CV/Interview
Prior experience working with a case management system	D	CV/Interview
Ability to work under pressure maintaining a high level of attention to detail, meeting deadlines with ease	E	CV/Interview
Have a confident, friendly manner with a strong focus on customer service	E	CV/Interview
Good organisational skills/time management	E	CV/Interview
Have experience of working on a reception desk/public counter	D	CV/ Interview
Character		
Be highly organised – able to work independently with minimal supervision	E	CV/Interview
Have a proactive and self-motivated approach, with a willingness to learn and develop, and the ability to drive MHFM projects forward effectively.	E	CV/Interview
Have the ability to quickly and accurately assimilate information, particularly of a technical nature	E	CV/Interview
Show resilience and professionalism when handling confidential information that may be emotionally challenging or distressing.	E	CV/Interview
Other requirements		
Isle of Man Worker	D	Application
Satisfactory Police Check	E	Pre-employment checks