

Job Description and Person Specification

Data Administration Officer

Central Registry / Companies Registry

Job Title	Data Administration Officer
Grade	AO / Pay Band 7
Office of Government	Central Registry
Division	Companies Registry – Data Assurance Team
Location	The Registries Building, Deemsters Walk, Douglas
Accountable to	Data Assurance & Quality Lead

What will you do?

The post holder will be responsible for providing a supporting role in undertaking the duties of one of the three areas (Integration & Monitoring, Investigations & Obligated Entities, or Enforcement) of the Data Assurance Team. With the core focus on improving the accuracy of the Beneficial Ownership and Basic information submitted to the Registry in line with International Standards (FATF).

Data Assurance as a core function of the Central Registry was first introduced within the Registry in November 2021. The Data Assurance team has expanded significantly through 2025, with the introduction of new AML/CFT processes and procedures as the Registry evolves its role from one of ‘a passive receiver of information and document repository’, to ‘an active gatekeeper of the information that it holds’, the primary purpose being to better combat money laundering, terrorist financing and proliferation financing.

The Data Assurance Team is led by a Data Assurance & Quality Lead (“DAQL”) Officer. The team is made up of 3 distinct areas:

- Integration and Monitoring
- Investigations and Obligated Entities
- Enforcement

Each Data Administration Officer will be assigned to a specific area for a period of six months on a rota basis, for the purpose of providing a cross skilled team and avoiding key person dependencies in this important area of the Registry.

This is an exciting opportunity to gain valuable experience and development opportunities supporting with company risk assessments and investigative work in areas of AML/CFT.

What does that involve?

Integration and Monitoring Team

You will:

- Assist with the collection of due diligence for all new incorporations
- Carryout a company risk assessment on all new incorporations
- Perform ongoing monitoring on a risk basis, proactively requesting additional information in light of any discrepancies, and ensuring risk assessments are reviewed and updated accordingly.
- Escalate medium/high or higher risk findings to a Data Assurance Officer for review, providing support in the presentation of findings to Risk Committee meetings when necessary.
- Work with Data Assurance & Quality Lead when raising Internal SARs (Suspicious Activity Reports) where necessary, and to support and assist in any further investigation and gathering of information for the Data Assurance & Quality Lead to report to the necessary Authorities (FIU, FSA etc).
- Engage with customers to ensure that all due diligence or enhanced due diligence information, where required, is obtained.
- Notify customers of any deficiencies, discrepancies, or non-compliance identified in submitted documents, outlining the appropriate corrective actions.
- Engage with other branches of the registry to collate more information/data as necessary.
- Carryout other associated duties associated with the Integration and Monitoring teams duties under the Registry AML/CFT Manual and Operations Procedures as required.

Investigations and Obligated Entities Team

You will:

- Ensure, in conjunction with the Integration and Monitoring Team, that all information on the Register is accurate and up to date.
- Support the wider team in conducting risk assessments on all existing entities within the Registry, flagging high risk entities and assisting with relevant investigation and reporting procedures.
- Support the Data Assurance Officers when conducting investigations and examinations of entities to ensure the information submitted is accurate and has been verified.
- Ensure that any requests for verifying information to establish the accuracy of entries on the register are made in accordance with the relevant Act, eg s285B CA1931, s25 BOA Act 2017 etc.
- Answer customer queries in relation to further information requests.
- Assist with the identification of possible failures and breaches in the legislation, ahead of referrals being made to the Enforcement team.
- Assist with the preparation of requests received in relation to obligated entities.
- Assist with the preparation of witness statements upon request from government agencies.

Working Together for the Isle of Man

Enforcement Team

You will:

- Support the Data Assurance Officer in compiling reports to the Attorney Generals Chambers as required.
- Support the Data Assurance Officer in compiling reports to the FSA &/or FIU as required
- Work closely with the Integration and Monitoring and the Investigations and Obligated Entities teams.
- Support the Data Assurance Officer with the administration of strike off action under the appropriate Act(s).

Other duties

All Data Administration Officers will assist the Data Assurance Officers and the Data Assurance & Quality Lead in the following:

- Compiling data and statistical information for the preparation of reports in line with the AML/CFT Manual and Operations Procedures for the Data Assurance Team.
- Providing excellent customer service when carrying out the work of the Data Assurance Team, answering queries over the phone, via email, and at the public counter,
- Minute taking at the Risk Committee meetings when required.
- To contribute to the regular review of their own training and development needs and agree an action plan.
- To undertake any other duties as allocated by the Registry Manager – Companies & Beneficial Ownership or the Registrar General.

General Scope

This document is intended to be a guide to the general scope of duties and is 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 and person specification will be reviewed as necessary to reflect future requirements.

Competencies

The competencies and performance levels for this role are in line with Level 2 of the People Qualities Framework.

Credibility – Be clear and audible when engaging with colleagues and customers, both face to face and on the telephone. Learn from mistakes and look for ways to develop and improve their performance. Proactively seek challenging work for the benefit of the team. Be confident to approach others for help when needed and discuss problems promptly with the relevant person. Produce written work that is accurate and complete. Deal with all customer enquiries politely, professionally and effectively.

Working Together for the Isle of Man

Capability- Understand how their role contributes to their team’s objectives and priorities. Recognise when they are under pressure and ask for help in good time. Make considered decisions using basic professional knowledge to handle routine tasks effectively. Consider ways to create efficiencies at work and be confident in putting forward suggested improvements.

Character – Deal with routine and non-routine tasks positively and confidently. Support the team and be willing to take on new responsibilities when needed. Be motivated to provide the best support for the team. Take every opportunity to demonstrate and deliver great customer service. Show persistence in achieving both individual and team goals and targets.

Performance management and improvement

The post holder will report directly to the Data Assurance & Quality Lead.

All Public Servants have a personal responsibility for performance management. The post holder is required to contribute to their annual performance development review.

Regular meetings should be held between line managers and their reporting staff and regular reviews are encouraged within the Central Registry.

The post holder will be expected to undertake training to maintain or develop any of the requirements of the role covered in this job description.

Health and Safety

The post holder is responsible for their own health and safety and the impact of their actions on others. The post holder will be responsible for identifying and reporting any possible risks or near misses to a responsible manager.

Integrity

All staff of the Central Registry are expected to recognise that the everyday business of the Office requires the highest level of personal integrity. Each officer has a personal responsibility to maintain and uphold such confidences in administering the work of the Office.

This role includes access to Beneficial Ownership and other information which is sensitive and therefore there is a requirement for a Police Check.

Management authority under relevant procedures

Public Service	Authority of Job Holder
Disciplinary Procedure	Verbal/Informal Warning, first written warning, final written warning & recommendation to dismiss/issue penalties.
Capability Procedure	Verbal/Informal Warning, first written warning, final written warning & recommendation to dismiss/issue penalties.
Grievance Procedure	Up to Stage 3

Working Together for the Isle of Man

Our Values

The post holder will be required to work in accordance with our values, those being

Trust and Integrity

- We uphold the highest standards of transparency, and professionalism in all our services.
- We will promote a culture of honesty through open communication and within a safe environment.
- We challenge behaviours that do not meet our values.

Innovate

- We challenge the status quo, continually ask the question 'why?' and welcome new ideas.
- We embrace change and constantly strive to find better, more creative ways of doing things.
- We put the customer at the heart of everything we do.

Respect

- We will understand and value each other as individuals.
- We will treat others as we would expect to be treated in a professional manner with kindness, respect, patience, humility and empathy regardless of their position or status.

Accountability

- We will take ownership of the task at hand, accepting responsibility for the delivery of objectives and embrace failures in order to continuously improve.
- We will admit when we are wrong and endeavour to correct our mistakes.

Teamwork

- Team members are listened to, have clear goals and purpose, are trusted to get on with their job and empowered to make it better.
- We will look out for, encourage and support each other.
- We will play to the strength of our team members to deliver effective and efficient services.

Collaboration

- We will work with internal and external partners to drive efficient, customer-focused services and adapt to evolving challenges.

Person Specification		
Attributes	Essential (E) or Desirable (D)	Method of Assessment
Credibility		
Has a minimum of 5 GCSEs at Grade C (4) or above (or equivalent qualification) including English Language	D	CV
Is professional, credible and reliable	E	CV/Interview
Has open conversations and treats colleagues and stakeholders with respect	E	CV/Interview
Capability		
Excellent verbal and written communication skills	E	CV/Interview
Experience of working to, and meeting, targets and deadlines	E	CV/Interview
Excellent time management skills	E	CV/Interview
Experience in a customer service environment, including dealing directly with demanding customers	D	CV/Interview
Experience of the full suite of Microsoft Office products, including Power BI	D	CV/Interview
Experience of working within a legislative framework	D	CV/Interview
Experience of AML/CFT requirements and obligations	D	CV/Interview
Character		
Believes in, and strives to deliver, excellent customer service	E	CV/Interview
Values, trusts and respects others	E	CV/Interview
Flexible and positive approach to change	E	CV/Interview
Remains calm under pressure	E	CV/Interview
Able to work as part of a team while thriving on working independently on their own initiative	E	CV/Interview
Committed to progressing their learning and development through CPD and other training opportunities	E	CV/Interview
Able to take a creative and innovative approach to work and problem solving	D	CV/Interview

Other requirements		
Isle of Man worker	D	Application
Satisfactory Police Check	E	Pre-employment checks